

# **Huttoft Primary School (Academy)**



## **Medical Conditions Policy**

Supporting children with special medical needs

Reviewed 2017

## POLICY STATEMENT

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

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 healthcare professionals and parents.

All staff are familiar with the medical conditions that affect pupils at this school. Staff receive training on the impact medical conditions can have on pupils.

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. The school takes advice and guidance from the Nursing service. Contact details of our School Nurse are as follows: School Nursing Team, Grace Swan Health Clinic, Main Road, Hundleby, Spilsby, Lincs. 01790 752374

## DEFINITION

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

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

**This policy describes the essential criteria for how Huttoft school can meet the needs of children and young people with long-term conditions including diabetes, asthma, allergies and other short term medical needs.**

- 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.
- The school will listen to the views of pupils and parents.
- Pupils and parents feel confident in the care they receive from the school and the level of that care meets their needs.
- Staff understand the medical conditions of pupils at our school.
- The whole school understand and support the medical conditions policy and takes advice from the local health community as required.
- This school understands that all children with the same medical condition will not have the same needs.
- 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 the school as other children and cannot be refused 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 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 the 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 class mates. 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.

**This Medical Conditions policy has been drawn up in consultation with pupils, parents/carers, school nurse, school staff, governors and relevant local health services.**

The prime responsibility for a child's health lies with the parent/carer who is responsible for the child's medication and should supply the school with information.

**The Medical Conditions policy is clearly communicated to staff, parents, relevant healthcare staff and pupils to ensure its full implementation and regular review.**

**All staff understand their duty of care to pupils in an emergency and relevant staff are trained at least annually in what to do in an emergency for children with medical conditions at this school.**

- Certain identified children with a medical condition have an individual healthcare 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 it within emergency care settings. IHP's are updated at least annually.
- If a pupil needs to attend hospital, a member of the schools staff will stay with them until the parent/carer arrives, or accompany the child taken to hospital by ambulance. Staff will not take pupils to hospital in their own car.
- The school understands the importance of medication being taken and care received as detailed for each individual child.
- 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 at an on or off-site activity. 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.
- This school will not give medication (prescription or non-prescription) to a pupil without the parent's written consent except in exceptional circumstances.
- When administering medication, for example pain relief, the school will check the maximum dosage and when the previous dose was given, that the child's name is on prescribed medicine and that the medicine is in date. Parents will be informed. This school will only give aspirin prescribed by a doctor.
- Parents/carers 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/carer will be informed as soon as possible and the school's disciplinary procedures will be followed.

**Storage of medication and equipment.**

- 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
- Staff should carry the child's medication/equipment, or they should know exactly where to access it.
- The 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.
- This 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.

- This school will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The exceptions to this are 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.
- This school disposes of needles and other sharps 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.

### **Record Keeping.**

- Parents/carers are asked if their child has any medical conditions on the Admission 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), 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 the responsibility for this register.
- IHPs are regularly reviewed, at least every year or whenever the pupil's needs change.
- The parents and specialist nurse (where appropriate) and relevant healthcare services 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 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.
- This school keeps an accurate record of all medication administered, including the dose, time, date and signature of the supervising staff.
- This school makes sure that 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 keeps an up-to-date record of all training undertaken and by whom.

**This 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.**

- 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 enable 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.
- 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 after 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 physical activity.
- This school makes sure that pupils with medical conditions can participate as fully as possible 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 will not penalise pupils for their attendance if their absences relate to their medical condition.
- This school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCO who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.
- Pupils at this school learn what to do in an emergency.
- 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 a 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 are given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers
- This school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

**Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective Medical Conditions policy.**

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

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

- In evaluating the policy, this school seeks feedback from pupils, parents, school healthcare professionals, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services and governors. The views of pupils with medical conditions are central to the evaluation process.