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All Saints' CE (VC) Primary School

Children with Medical Conditions Policy (including the Administering of Medicines and First Aid Policy)

Policy Statement

All Saints' CE Primary School is an inclusive community that welcomes and supports pupils with medical conditions. We understand that pupils can suffer from long term, short term, chronic and acute illnesses. We will provide for all pupils without exception or discrimination. This includes both physical and mental health conditions. We provide 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
- Stay safe
- Enjoy and achieve
- Make a positive contribution

All staff understand their duty of care to pupils in the event of an emergency and are confident in knowing the procedures when faced with an emergency. We understand that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood. All staff understand the medical conditions that affect pupils at school and receive training on the impact of this.

We ensure all staff receive appropriate first-aid training and have easy access to first-aid equipment. All classrooms have a basic first-aid kit and full, portable first-aid kits are taken on any off-site visits.

We understand the importance of medication and care being taken as directed by healthcare professionals and parents. All pupils with medical conditions will have an Individual Healthcare Plan (IHP) written as soon as possible after diagnosis and reviewed at least annually or more often if necessary.

This policy is applied across the curriculum, including PE and educational visits.

Policy Framework

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

All Saints' is welcoming and supportive of pupils with medical conditions. It provides all pupils with the same opportunities and access to activities both school based and out of

school. No pupil will be denied admissions or prevented from taking up a place in the school because arrangements for their condition have not been made.

We will ensure that all pupils joining the school have arrangements in place to manage their medical condition. We will listen to the views of pupils and parents. They feel confident in the care they receive from the school and the level of care that meets their needs. All staff understand their duty of care to all pupils and know what to do in the event of an emergency.

Staff understand the medical conditions of pupils at All Saints' and that these conditions may adversely affect a pupil's quality of life and their impact to learn. We understand that pupils with the same medical condition will not have the same needs as each other.

The whole school and local health community understand and support the medical conditions policy.

All Saints' recognises that duties in the Children and Families Act 2014 and the Equality Act relate to children with disability or medical conditions is anticipatory. We understand that some pupils with medical conditions may also have disabilities or special educational needs. This policy may be read in conjunction with the school's Special Educational Needs (SEN) Policy.

The school's medical conditions policy is drawn up in consultation with local key stakeholders within both the school and health settings. Stakeholders include parents, pupils, school nurse, school staff, governors and the local authority.

The policy is supported by clear communication plan – pupils, parents, staff and relevant healthcare staff are informed of and reminded about the policy through clear communication channels. The policy is available in the school's website for public view and all staff are reminded of the policy and how it is implemented at induction and on an annual basis.

All staff and volunteers are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency. Staff receive training and this is updated annually.

All staff should be familiar with normal procedures for avoiding infection and follow basic hygiene procedures. Staff have access to protective clothing and suitable disposable equipment to deal with spillages of blood or other bodily fluids, including the changing of dressings.

All pupils with a medical condition at school have an IHP which explains what help they will 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 with emergency care settings. IHPs should be developed in the context of assessing and managing risks to the pupil's education, health and social wellbeing and to minimise disruption.

IHPs should consider the following:

- The medical condition, its trigger, signs, symptoms and treatment
- The pupil's resulting needs, including medication, its side-effects and storage and other treatments (does, time, facilities, equipment, testing) dietary requirements and environmental issues.
- Specific support for the pupil's educational, social and emotional needs for example, how absences will be managed, requirements for extra time to complete work, rest periods or additional support including counselling
- The level of support needed, including in emergencies. If a pupil 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 pupil's condition and the support required
- Written permission from parents and the head teacher to be administered
- Separate arrangements or procedures required for school trips or other activities outside the normal school timetable that will ensure the pupil can participate e.g. risk assessment
- Arrangements for travel to and from school and what should be done in an emergency arises (we request that parents, or appropriate representatives deliver and collect 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 pupil's condition
- What to do in an emergency, including who to contact and contingency arrangements. If a pupil needs to attend hospital, a member of staff will stay with them until a parent or legal guardian arrives, or accompany a pupil taken to hospital by ambulance. A member of staff must not take a pupil to hospital in their own car.

Administering Medication and First-aid

All Saints' will make sure that there are several members of staff who have been trained to administer the medication and meets the care needs of an individual pupil and ensure there are sufficient members of staff trained to cover any absences. The school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.

We will not give medication to a child under 16 without a parent's written consent except in exceptional circumstances. Medication can only be administered if prescribed by a healthcare professional. Medicines bought 'over the counter' may not be administered, except for a single dose of travel sickness medication required for the return journey of an educational visit and then only upon the explicit written consent of the parent. 'Over the counter' medication includes analgesic and anti-histamines. Parents may be permitted to

come into school during school hours to administer a single dose of analgesic and/or antipyretic medicine such as paracetamol or ibuprofen if they feel it is necessary.

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, the school will check the maximum dosage and when the previous dose was given. Parents will be informed.

Children will not administer their own medication, unless they have received appropriate training and it is the wish of the pupil and the parent. This will be recorded on their IHP. 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 to be 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 their IHP. 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 for the visit.

Parents at the 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.

Storing Medication

All staff understand what constitutes an emergency for an individual pupil and makes sure that emergency medication or equipment is readily available wherever the child is in the school and off-site activities and is not locked away.

Pupils may carry their own emergency medication or equipment with them if this is appropriate or know where and how to access it. Pupils know to ask any member of staff and they have immediate access to their medication when required.

Medications for severe allergies are stored in specific pupils' classrooms. Other medication is stored safely in the medicines drawer in the medical cupboard or the staffroom fridge if required to be stored at a controlled temperature.

Pupils can carry controlled drugs if they are competent, otherwise the school will keep controlled drugs stored securely, but accessibly, in a non-portable container with only named staff having access. Staff 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.

We will store medication that is in date and labelled in its original container. The exceptions to this are insulin and adrenalin (auto-injector) which 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.

All medication held in school will be checked 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.

Needles and other sharps are disposed of in line with local policies. Sharps boxes are held 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 are asked if their child had any medical conditions on the admissions form. The school used 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.

The school has a centralised register of IHPs and an identified member of staff who has responsibility for this register.

IHPs are reviewed regularly, at least annually.

The pupil (where appropriate) parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff, including MSAs are aware and have access to the IHPs for pupils in their care. The school makes sure that the pupil's confidentiality is protected. Permission from parents is sought before sharing any medical information with another party.

The 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 IHP which will accompany them on the visit. An accurate record of all medication administered, including the dose, time, date and supervising staff is maintained.

The school makes sure that all staff providing support to a pupil have received suitable training and on-going support, to make sure that they have the confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by a specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent. These specialists will confirm their competence. A training record is kept up-to-date.

School Environment

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.

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

The 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 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 to physical activity sessions to make sure they are accessible to all pupils. This includes out of school clubs and team sports.

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 ensures that pupils have the appropriate medication/equipment/ food available during physical activity and ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities as any other child. Appropriate adjustments and extra support are provided when necessary.

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 will not penalise pupils for their attendance if related 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.

The school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCO who will liaise with the pupils (where appropriate) parent and the pupils' healthcare professional.

Pupils learn what to do in an emergency. Risk assessments are carried out before any 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.

Triggers

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

School staff have been given training and written information in medical conditions which includes avoiding/reducing exposure to common triggers. It has a list of triggers for pupils with medical conditions at this school; has a trigger reduction schedule and is actively working towards reducing /eliminating these health and safety risks.

The IHP 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 school activities, taking into account the needs of pupils with medical conditions.

The school review all medical emergencies and incidents to see how they could be 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 effective medical conditions policy.

The school works in partnership with all relevant parties including the pupil (where appropriate) parent, governors, 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.

The medical conditions policy is regularly reviewed, evaluated and updated.