



Beech Green Primary School

Respect Achieve Belong

Supporting Pupils with Medical Conditions Policy Including Children with Health Needs who Cannot Attend School

Introduction

Beech Green Primary School is an inclusive community that aims to support and welcome pupils with medical conditions. The school aims to provide all pupils with all medical conditions the same opportunities as others.

All school staff will help to ensure:

- all staff understand their duty of care to children and young people
- everyone, adults and children, know what to do in the event of an emergency;
- people working in and with the community understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood;
- adults and children understand the importance of medication being taken as prescribed;
- an understanding of the common medical conditions that affect children at this school;
- policies and procedures are adhered to.

Policy and guidelines

Beech Green is an inclusive community that aims to support and welcome pupils with medical conditions

The school understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.

Supporting Pupils with Medical Conditions in School

- Pupils with medical conditions are encouraged to take control and ownership of their condition. Pupils should feel confident in the support they receive from the school to help them do this, to prepare them to be able to manage their condition independently in later life.
- This school aims to include all pupils with medical conditions in all school activities.
- Parents of pupils with medical conditions should feel secure in the care their children receive at this school.
- In order to minimise the risk of allergic reactions, Beech Green Primary School is a nut-free school: nuts of any kind are not permitted on the school site. This includes in snacks, in lunchboxes and meals prepared on site, or in any activities carried out on site. This also includes hair and skin care products, as adults and children who work in close proximity may be affected.

- The school ensures all staff understand their duty of care to children and young people in the event of an emergency.
 - Staff training is provided to support the individual needs of pupils as required through NHS specialists and other outside agencies as appropriate.

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

Parents are informed about the medical conditions policy:

- when a child is diagnosed with a medical condition;
- through the policy section of the website;
- school staff are informed and reminded about the medical conditions policy on an annual basis, or when a child in their class is diagnosed with a medical condition;
- First Aid trained staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school;
- staff at this school understand their duty of care to pupils in the event of an emergency. In an emergency situation, school staff members are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication;
- all staff who work with pupils with specific medical conditions at this school receive training (if applicable) and know what to do in an emergency for the pupils in their care;
- staff are given a list of the medical conditions of pupils in their class at the beginning of the academic year.

The following Appendices give advice on what action should be taken with these common conditions

See appendix 1 – form 1: Asthma attack

See appendix 2 – form 2: Epilepsy awareness

See appendix 3 – form 3: Anaphylaxis (severe allergic reaction)

See appendix 4 – form 4: Diabetes awareness

Additional appendices and information will be added as needed.

The school has clear guidance on the administration of medication at school

Administration - Emergency Medication

All pupils at this school with medical conditions have easy access to their emergency medication.

All pupils are encouraged to carry and administer their own emergency medication, when their parents and health specialists determine they are able to start taking responsibility for their condition. This is not age specific, but will depend on the individual child and their specific condition and need, and in consultation with medical professionals. In other cases, medication is stored either in the classroom or in the school first aid cabinet (SBM office); the pupil and staff working with that particular child should be aware of where the medication is and how to access it. There is also a similar arrangement on any off-site or residential visits (See residential Visits section).

Administration – General

- all use of medication, even if the pupil can administer the medication themselves, is done under the supervision of an adult and the dose and name of the medication is recorded on the school's medication sheets along with the date, time and signature of the member of staff.
- all staff members are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so.
- for medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to pupils under the age of 16, but only with the written (or in the case of an emergency, oral) consent of the pupil's parent.
- training is given to all staff members who agree to administer medication to pupils, where specific training is needed. the local authority provides full indemnity.
- parents at this school understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.
- all staff members attending off-site visits are aware of any pupils with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.

This school has clear guidance on the storage of medication at school

Safe Storage – Emergency Medication

Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug (i.e. under tight control by the Government because it could be abused or cause addiction) and needs to be locked up, the keys are readily available and not held personally by members of staff.

EpiPen's are kept office first aid cabinet and are readily available if needed.

Safe Storage – Non-emergency Medication

All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Staff and pupils with medical conditions know where their medication is stored and how to access it.

Staff ensure that medication is only accessible to those for whom it is prescribed.

Safe storage – general

- the first aiders check the names and expiry dates on all medicines stored in the school office at the end of every academic year and returns any unused to either the parent or the local pharmacy. medication is not stored in the summer holidays;
- all emergency and non-emergency medicines brought into school must be clearly labelled with the child's name, the name of the medicine and the dosage (including frequency). it should be in the original packaging from the pharmacy;

- antibiotics or medicines requiring refrigeration are stored in the fridge located in the staffroom, clearly labelled with the child's name;
- it is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

Safe disposal

- parents at this school are asked to collect out-of-date medication.
- if parents do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.

Registration forms

Parents at this school are asked if their child has any health conditions or health issues on the registration form, which is filled out at the start of school. Parents of new pupils starting at other times during the year are also asked to provide this information on registration forms. Data checking sheets are sent out, at least annually, for parents to check and add any missing information.

Healthcare Plans

This school uses a Healthcare Plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required.

A Healthcare Plan, accompanied by an explanation of why and how it is used, is discussed and set up with parents of any child with a long term medical condition.

This is reviewed and agreed:

- at the start of the school year
- at enrolment
- when a diagnosis is first communicated to the school.
- the Healthcare Plans are stored in school office.

If a pupil has a short-term medical condition that requires medication during school hours, parents are asked to provide exact details of medication, dosage and frequency and give written permission for a member of staff to administer medicine if needed. The school also asks for written details of any adaptations needed (if necessary) for the child to attend school.

Parents are reminded to inform the school office or child's teacher if their child has a medical emergency or if there have been changes to their symptoms, or their medication and treatments change. This is to ensure the healthcare plans can be updated accordingly.

School Medical details register

Medical details and conditions are recorded on the child's record held centrally on the SIMs system. A list of children in each class is printed off and handed to the class teacher at the beginning of each academic year and teachers are notified of any changes or additions throughout the year.

Other record keeping

This school keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and time are recorded. If a pupil refuses to have medication administered, this is also recorded and parents are informed as soon as possible.

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

Physical environment

This school is committed to providing a physical environment that is accessible to pupils with medical conditions. Parents of pupils with medical conditions are included in the consultation process to ensure the physical environment at this school is accessible.

Social interactions

- this school ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school;
- this school ensures the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits;
- all staff members at this school are aware of the potential social problems that pupils with medical conditions may experience. staff members use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies;
- staff members use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

Exercise and physical activity

- this school understands the importance of all pupils taking part in sports, games and activities;
- this school ensures all classroom teachers, PE staff and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils;
- teachers and sports coaches are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities;
- this school ensures all pe teachers, classroom teachers and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimize these triggers;
- This school ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Education and learning

This school ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.

Teachers at this school are aware of the potential for pupils with medical conditions to have special educational needs (SEND). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEND coordinator. The school's SEN coordinator consults the pupil, parents and the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.

Residential visits

- Parents are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight visit. this form requests up-to-date information about the pupil's current condition and their overall health. this provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. this includes information about medication not normally taken during school hours;
- all residential visit forms are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. These are accompanied by a copy of the pupil's healthcare plan if appropriate.
- all parents of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required;
- parents of children attending a residential visit are asked to also detail what medication and dose the pupil is currently taking at different times of the day. it helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away.

Risk assessments are carried out by this school prior to any out-of-school visit and medical conditions are considered during this process. Factors this school considers include: how all pupils will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.

This school works in partnership with all interested and relevant parties including all school staff, parents and community healthcare professionals to ensure the policy is planned, implemented and maintained successfully.

The following roles and responsibilities are used for the medical conditions policy at this school. These roles are understood and communicated regularly.

Employer

This school's governing body has a responsibility to:

- ensure the health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips;
- ensure health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions;
- make sure the medical conditions policy is effectively monitored and evaluated and regularly updated;
- provide indemnity for staff who volunteer to administer medication to pupils with medical conditions.

Head teacher

This school's head teacher has a responsibility to:

- ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks;
- liaise between interested parties including pupils, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents and governors;
- ensure the policy is put into action, with good communication of the policy to all;
- ensure every aspect of the policy is maintained;
- ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using pupils' Healthcare Plans;
- ensure pupil confidentiality;
- assess the training and development needs of staff and arrange for them to be met;
- ensure all supply teachers and new staff know the medical conditions policy;
- update the policy regularly according to review recommendations and recent local and national guidance and legislation.

All school staff

All staff members at this school have a responsibility to:

- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency;
- understand the school's medical conditions policy;
- know which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan;
- allow all pupils to have immediate access to their emergency medication;
- maintain effective communication with parents including informing them if their child has been unwell at school;
- ensure pupils who carry their medication with them have it when they go on a school visit or out of the classroom;
- be aware of pupils with medical conditions who may be experiencing bullying or need extra social support;
- ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in;
- ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teaching staff

Teachers at this school have a responsibility to:

- ensure pupils who have been unwell catch up on missed school work;
- be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it;
- liaise with parents, the pupil's healthcare professionals and special educational needs coordinator if a child is falling behind with their work because of their condition.

First aiders

First aiders at this school have a responsibility to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school;
- when necessary ensure that an ambulance or other professional medical help is called.
- help update the school's medical condition policy;
- know which pupils have a medical condition and which have special educational needs because of their condition;
- ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or course work.

Pupils

The pupils at this school have a responsibility to:

- treat other pupils with and without a medical condition equally;
- tell their parents, teacher or nearest staff member when they are not feeling well;
- let a member of staff know if another pupil is feeling unwell;
- know how to gain access to their medication in an emergency;
- ensure a member of staff is called in an emergency situation.

Parents

The parents or carer of a child at this school have a responsibility to:

- tell the school if their child has a medical condition;
- ensure the school has a complete and up-to-date Healthcare Plan for their child;
- inform the school about the medication their child requires during school hours;
- inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities;
- tell the school about any changes to their child's medication, what they take, when, and how much;
- inform the school of any changes to their child's condition;
- ensure their child's medication and medical devices are labelled with their child's full name;
- provide the school with appropriate spare medication labelled with their child's name;
- ensure that their child's medication is within expiry dates;
- keep their child at home if they are not well enough to attend school;
- ensure their child catches up on any school work they have missed;
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional

The term 'parent' or 'carer' implies any person or body with parental responsibility such as foster parent or carer.