



Hilderthorpe
PRIMARY SCHOOL
Aiming High ~ Reaching Higher

Managing Medical Conditions Policy

Policy Updated: September 2022
Approved by Governors: October 2022
Policy Review Date: September 2024

MEDICAL CONDITIONS POLICY

Hilderthorpe Primary School is an inclusive community that welcomes and supports pupils with medical conditions.

The school provides all pupils with any medical condition the same opportunities as other pupils at the school and will help to ensure they can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution

The school makes sure all staff understand their duty of care to children in the event of an emergency and that they feel confident in knowing what to do in an emergency.

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

The 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 and receive training on the impact medical conditions can have on a pupil.

The Headteacher will be responsible for this medical conditions policy and its implementation.

POLICY FRAMEWORK

This policy describes the essential criteria for how the school can meet the needs of children with long-term medical conditions.

1. This school is an inclusive community that supports and welcomes pupils with medical conditions.

Hilderthorpe Primary 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 in school and out of school) as other pupils. No child will be denied admission or prevented from taking up a place at this school because arrangements for their medical condition have not been made.

Hilderthorpe Primary School will listen to the views of both pupils and parents.

Staff understand the medical conditions of pupils at this school may be serious, and adversely affect the child's quality of life and impact on their ability to learn. Staff also understand that all children with the same medical condition may not have the same needs.

All staff understand their duty of care to children 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.

Hilderthorpe Primary 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. Hilderthorpe Primary School's Medical Conditions Policy is drawn up in consultation with a range of local key stakeholders within both the school and health settings.

Stakeholders should include school staff, governors, the school employer, relevant local health services and relevant support organisations.

3. The Medical Conditions Policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation.

Pupils, parents, relevant local healthcare staff and other stakeholders are informed of and reminded about the Medical Conditions Policy through clear communication channels. A copy of this policy can be found on the school website and copies of all policies are available in school.

4. All children with a medical condition should have an Individual Healthcare Plan (IHP)

An IHP gives details of what care a child needs in school when they need that care and who is going to administer the care and treatment.

The plan should also include information on the impact any health condition may have on a child's learning, their behaviour or classroom performance.

The plan should be drawn up with input from the child (if age appropriate), their parent/carer, relevant school staff and healthcare professionals, ideally a specialist if the child has one.

5. All staff understand and are trained in what to do in an emergency for children with medical conditions at the school.

All school staff, including supply staff and temporary staff, are made aware of the medical conditions at this school and understand their duty of care to pupils in an emergency.

Staff receive training in what to do in an emergency and this is refreshed at least once a year.

A child's Individual Healthcare Plan should explain what help they need in an emergency. This will accompany a pupil should they need to attend hospital. Parental permission is recorded on the child's original medical form on admission for sharing the information in an emergency care setting.

6. All staff understand and are trained in the school's general emergency procedures.

All staff, including 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.

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

Hilderthorpe Primary School understands the importance of medication being taken and care received as detailed on a pupil's Individual Healthcare Plan.

The school will ensure that there is more than one member of staff trained to administer the medication and meet the care and needs of an individual child. This will include escort staff for home to school transport if necessary. The school will ensure there are sufficient numbers of staff trained to cover any absences. The school's governing body has ensured that there is the appropriate level of insurance and liability cover in place.

The school will not give medication (prescription or non-prescription) to a child under the age of 16 without a 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. A written record is kept of medication taken. The school will not give a pupil under 16 aspirin unless prescribed by a doctor.

The school will make sure a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including residential/overnight visits.

Parents at the school understand that they should let the school know immediately if their child's medical needs change.

If a pupil misuses their medication (application of creams/inhaler use), or anyone else's medication, their parent is informed as soon as possible and the school's disciplinary procedures are followed.

8. Hilderthorpe Primary School has clear guidance on the storage of medication and equipment at school

The school ensures 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 school and on off-site activities, and is not locked away. If appropriate, pupils may carry their emergency medication with them, or should know where to access it.

The school will keep controlled drugs stored securely, but accessible, with only named staff having access. Staff at the school can administer a controlled drug to a pupil once they have had specialist training.

The school will make sure that all medication is stored safely and that pupils with medical conditions know where their medication is and have access to it immediately.

The school will store medication that is in date and labelled in its original container and in accordance with its instructions. The exception to this is insulin, which though it must be in date, this will generally be supplied in an insulin injector pen or a pump.

Parents are asked to collect all medication/equipment at the end of a school year, and to provide new and in date medication at the start of each term.

The school will dispose of needles and other sharps in line with local policies. Sharp boxes will be kept securely at school and will accompany a child on off-site visits. They will be collected and disposed of in line with local authority procedures.

9. Hilderthorpe Primary School has clear guidance about record keeping

Parents at this school are asked if their child has any medical conditions on their enrolment form.

The school uses an Individual Healthcare Plan to record the support an individual pupil needs, based around their medical condition. The IHP is developed with the parents, school staff and specialist nurses (where appropriate) and relevant healthcare services. Staff are aware of and have access to the IHP for pupils in their care.

The school has a central register of IHPs in the SEN room and an identified member of staff has responsibility for this. The IHPs, together with other medical records, are reviewed annually or whenever the pupil's needs change.

The school ensures that the pupil's confidentiality is protected and seeks permission from parents before sharing any medical information with any other party.

The school meets with the parents, specialist nurse (where applicable) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements which 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 given, date and name of person administering.

The school makes sure that all staff providing support to a pupil with a medical condition have received suitable training and ongoing support, to ensure they have the confidence to provide the care and treatment as set out in the pupil's IHP. This training should be provided by the specialist nurse/school nurse/other suitably qualified health professional and/or the parents. The school keeps a record of all training undertaken and by whom

10. Hilderthorpe Primary 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.

The school is committed to providing a physical environment accessible to pupils with medical conditions. The school is also committed to an accessible physical environment for out of school activities.

The school ensures 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 which pupils with medical conditions may experience and use this knowledge, alongside the school's anti-bullying policy, to help prevent and deal with any such problems. Opportunities such as PSHE are used to help raise awareness of medical conditions and to help promote a positive environment.

The school understands that 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 an activity, and the potential triggers for a pupil's medication when exercising and how to minimise these.

The school ensures that pupils have the appropriate medication/equipment/food with them during any physical activity.

The 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 when necessary.

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 that absence is related to their medical condition.

The school is committed to keeping in touch with a child when they are unable to attend school because of their condition.

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 pupil's parents/Educational Psychologist/healthcare professionals and create a Personal Educational Plan.

The school ensures that a risk assessment is carried out before any out of school activities. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional support which may be needed.

11. Hilderthorpe Primary School is aware of the common triggers that can make common medical conditions worse or can bring on an emergency.

The school is committed to identifying and reducing triggers, both at school and on out of school visits.

School staff have written information on medical conditions of pupils, which includes triggers.

The Individual Healthcare Plan details individual pupil's triggers. Risk assessments are carried out for all out of school activities, taking into account the needs of those pupils with medical needs.

Medical emergencies are recorded and reviewed to see if they could have been avoided and changes made to school policy if necessary.

12. When a child is returning to school following a period of hospitalisation/absence, Hilderthorpe Primary School will work with parents and the Local Authority (if necessary) to ensure the child receives the support needed to reintegrate effectively.

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

13. Each member of the school and health community knows their role and responsibility in maintaining and implementing an effective Medical Conditions Policy.

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

14. The Medical Conditions Policy is regularly reviewed, evaluated and updated.

This policy is reviewed annually. In evaluating the policy the school seeks feedback from key stakeholders. Those pupils with medical conditions are central to the evaluation process.

NURTURE SCHOOL

We are a Nurture School and hold the Nurture School's Award. As such, we expect all stake holders and visitors to uphold the Nurture Principles. This includes the following:

- Children's learning is understood developmentally.
- The classroom offers a safe base.
- Nurture is important for the development of self-esteem.
- Language is understood as a vital means of communication.
- All behaviour is communication.
- Transitions are significant in the lives of children.

Date: Sept 2022

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