



Medical Conditions Policy

May 2018

This policy was approved by the Welfare, Behaviour and Safety Committee
at their meeting on 9th May 2018.

Signed: _____ Chair of Governors

Date for Review: May 2020

POLICY STATEMENT

Woodstone Community Primary School (Woodstone CPS) 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.

We will help to ensure they can:

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

The 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.

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

Woodstone CPS 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 Woodstone CPS. Staff receive training on the impact medical conditions can have on pupils.

The named member of school staff responsible for this medical conditions policy and its implementation is:

Mrs Karen Featherstone SENDco

(in the absence of Mrs Karen Featherstone, responsibility will transfer to the acting SENDco and / or the Deputy Headteacher)

Policy framework

The policy framework describes the essential criteria for how the school can meet the needs of children and young people with long-term medical conditions.

1

Woodstone CPS is an inclusive community that supports and welcomes pupils with medical conditions.

- Woodstone CPS 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 Woodstone CPS because arrangements for their medical condition have not been made.
- Woodstone CPS will listen to the views of pupils and parents.
- Pupils and parents feel confident in the care they receive from Woodstone CPS and the level of that care meets their needs.
- Staff understand the medical conditions of pupils at Woodstone CPS 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.
- Woodstone CPS 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

Woodstone CPS's medical conditions policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings.

- Stakeholders should include pupils, parents, school nurse, school staff, governors, the school employer, relevant local health services and relevant supporter 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 external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels.

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Where appropriate all children with a medical condition should have an individual healthcare plan (IHP) *'They provide clarity about what needs to be done, when and by whom. They will often be essential, such as in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed, and are likely to be helpful in the majority of other cases, especially where medical conditions are long-term and complex. However, not all children will require one. The school, healthcare professional and parents should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate.'*

- An IHP details exactly what care a child needs in school, when they need it and who is going to give it.
- It should also include information on the impact any health condition may have on a child's learning, behaviour or classroom performance.
- This should be 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.

5

All staff understand and are trained in what to do in an emergency for children with medical conditions at Woodstone CPS.

- All school staff, including temporary or supply staff, are aware of the medical conditions at Woodstone CPS 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.
- A child's IHP should, explain 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 the IHP within emergency

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

- All staff, including temporary or 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. They will not take pupils to hospital in their own car.

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Woodstone CPS has clear guidance on providing care and support and administering medication at school.

- Woodstone CPS understands the importance of medication being taken and care received as detailed in the pupil's IHP.
- Woodstone CPS will make sure that there is more than one member of staff who 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. Woodstone CPS will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. Woodstone Community Primary School's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- Woodstone CPS will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances, and every effort will be made to encourage the pupil to involve their parent, while respecting their confidentiality.
- When administering medication, for example pain relief, Woodstone CPS will check the maximum dosage and when the previous dose was given. Parents will be informed. Woodstone Primary School will not give a pupil under 16 aspirin unless prescribed by a doctor.
- Woodstone Primary 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 Woodstone Primary 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.

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

- Woodstone CPS makes sure 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 the school and on off-site activities, and is not locked away (in the case of controlled drugs, these will be locked away in the school office, with all trained staff aware of where the key can be found in an emergency) Pupils may carry their emergency medication with them if they wish/ this is appropriate.
- Pupils may carry their own medication/equipment, or they should know exactly where to access it.
- Woodstone Primary School will keep controlled drugs stored in a locked medical cupboard, with only trained school staff having access. Staff at Woodstone Primary School can administer a controlled drug to a pupil once they have had specialist training.
- Woodstone Primary 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.
- Woodstone Primary School will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this is insulin, which 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.
- Woodstone Primary 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.

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Woodstone Primary School has clear guidance about record keeping.

- Parents at Woodstone CPS are asked if their child has any medical conditions on the enrolment form.
- Woodstone CPS 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 pupil (where appropriate) parents, 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.
- Woodstone CPS makes sure that the pupil's confidentiality is protected.
- Woodstone CPS seeks permission from parents before sharing any medical information with any other party.
- Woodstone CPS meets 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.
- Woodstone CPS keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.

- Woodstone CPS makes sure that all staff providing support to a pupil and other relevant teams 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 Woodstone CPS keeps an up-to-date record of all training undertaken and by whom.

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Woodstone Community 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.

- Woodstone CPS is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. Woodstone CPS is also committed to an accessible physical environment for out-of-school activities.
- Woodstone Primary School makes sure 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.
- 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
- Woodstone CPS 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.
- Woodstone CPS 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.
- Woodstone CPS makes sure that pupils have the appropriate medication/equipment/food with them during physical activity
- Woodstone CPS 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.
- 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. Woodstone CPS will not penalise pupils for their attendance if their absences relate to their medical condition.
- Woodstone Primary School will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCO/ALNCO/Special Educational Needs Advisor who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.
- Pupils at Woodstone Primary School learn what to do in an emergency.
- Woodstone CPS makes sure that a risk assessment is 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.

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- Woodstone CPS 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, for example we are now a 'nut free' school.
- Woodstone CPS is committed to identifying and reducing triggers both at school and on out-of-school visits.

- School staff have been given training and information on medical conditions which includes avoiding/reducing exposure to common triggers. The triggers for children at Woodstone Primary School, along with a photo of the child, are clearly displayed in the staff room and all necessary precautions are taken to avoid exposure to triggers.
- The IHP details an individual pupil's triggers and details how to make sure the pupil remains 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.
- Woodstone Primary School reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

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- Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), Woodstone CPS will work with the local authority and education provider to ensure that the child receives the support they need to reintegrate effectively.
- Woodstone CPS 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 maintaining and implementing an effective medical conditions policy.
- Woodstone CPS 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.
- Woodstone CPS is committed to keeping in touch with a child when they are unable to attend school because of their condition.

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- The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year.
- In evaluating the policy, Woodstone CPS 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.

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- Parents and guardians of children with medical needs, are asked to please contact the school if they have any concerns regarding the support provided to pupils with medical conditions at Woodstone CPS.

