

# Graham James Primary Academy



## Supporting Children with Medical Conditions

Agreed by: Mr. B. Lane, Chair of Governors (June 2020)

Next Review Date: July 2021 (or when required)



# GRAHAM JAMES PRIMARY ACADEMY



## Medical Conditions in School Policy

Graham James Primary Academy is an inclusive community that welcomes and supports pupils with medical conditions. This academy provides all pupils with any medical condition the same opportunities as others at school.

Graham James 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 and understand that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood. Staff at Graham James also understand the medical conditions that affect pupils at this school and relevant staff receive training on the impact medical conditions can have on pupils.

This school understands the importance of medication and care being taken as directed by healthcare professionals and parents.

The named member of school staff responsible for this Medical Conditions policy and its implementation is: **Mrs Petra Back (Head teacher)**

### **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.

### **Inclusive community:**

Graham James Primary Academy 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 this school because arrangements for their medical condition have not been made. This school will listen to the views of pupils and parents. Pupils and parents feel confident in the care they receive from this school and the level of that care meets their needs. Staff understand the medical conditions of pupils at this school 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. This school 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.

This school is committed to identifying and reducing triggers both at school and on out-of-school visits. The Individual Healthcare Plan (IHP) should have a list of the triggers (if triggers are known) for pupils with medical conditions at this school which staff working with the children will be aware of. The school will make every attempt to remove any triggers if it is feasible to do so.

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.

### **Individual Healthcare Plan (IHP).**

All children with a long term medical condition need to have an Individual Healthcare Plan (IHP). 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.

### **What to do in an emergency for children with medical conditions at this school.**

All school staff are aware of the medical conditions policy at this school 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 – in summary this is the 'Red card system' – taken to office to signify an emergency). 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 care settings.

### **General emergency procedures.**

All staff know what action to take in an emergency and receive updates at least yearly (Red card system – taken to office to signify an emergency). 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.

### **Administering medication at school.**

Graham James Primary Academy understands the importance of medication being taken and care received as detailed in the pupil's IHP.

The school is responsible for making sure that there are several members of staff who are trained to administer the medication and meet the care needs of an individual child. This means that in the event of absences or staff turnover, the child's needs can still be met.

This school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.

At Graham James we will not give medication (prescription or non-prescription) to a child without a parent's written consent. When administering medication, we will check the maximum dosage and when the previous dose was given. Parents will be informed.

### **Storage of medication and equipment at school.**

At Graham James we make sure that all staff understand what constitutes an emergency for an individual child and make sure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities. (Of note – no emergency medication locked away – e.g. Epi-pens/inhalers etc).

This school will keep controlled medication stored securely.

Staff at Graham James can administer a controlled drug to a pupil once they have had specialist training (if required). 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 exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.

Parents are to provide new and in-date medication when required. 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 at this school are asked if their child has any medical conditions on the enrolment 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.

At Graham we keep 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. 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 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.

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.

This school keeps an accurate record of all medication administered, including:

- the dose
- time
- date;
- and supervising staff.

This school 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 this school keeps an up-to-date record of all training undertaken and by whom.

### **Medical conditions and accessing the curriculum:**

At Graham James Primary Academy, we understand 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.

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 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.

This school makes sure that a risk assessment is carried out before any out-of-school visits take place. 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.

### **Attendance:**

At Graham James Primary Academy, we will not penalise pupils for their non-attendance if their absences relate to their medical condition. If a child with a medical condition is finding it difficult to keep up educationally (due to non-attendance) then a support plan will be arranged by the SENCO who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.

### **Effective reintegration after absence from school:**

If a child is out of education for a prolonged period of time due to their medical condition the school has a duty of care to arrange an effective reintegration when the child (parents of the child) have been advised by a health care professional that returning to school is possible. The school 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.

### **Working in Partnership:**

At Graham James Primary Academy, we understand the importance of working 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.

This school is committed to keeping in touch with a child when they are unable to attend school because of their condition and as explained previously the child (and their family) will not be penalised for their attendance if linked to their medical condition.

**Parents MUST let the school know immediately if their child's needs change. It is the responsibility of the parent/carer to arrange a meeting to discuss any changes.**

### **Review & Monitoring of this policy:**

This policy will be reviewed in line with guidance and welcome any 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.