

Edward Peake C of E (VC) Middle School

Headteacher: Miss Z J Linington



Potton Road • Biggleswade • Bedfordshire • SG18 0EJ
Tel: 01767 314 562 • Fax: 01767 314 006
E-mail: info@edwardpeake.beds.sch.uk
Web: <http://www.edwardpeake.sch.uk>

Supporting Children with Medical Conditions

Policy statement

Edward Peake C of E (VC) Middle School is an inclusive community that welcomes and supports pupils with medical conditions. All pupils with any medical condition are given 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.

At this school we understand that pupils can suffer from long term, chronic illnesses and will provide for all pupils without exception or discrimination. This includes both physical and mental health conditions.

This school makes sure all staff understand their duty of care to pupils in the event of an emergency and receive regular training on the impact medical conditions can have on pupils.

This school understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.

This school understands the importance of medication and care being taken as directed by healthcare professionals and parents. All pupils with a serious, chronic and life threatening medical condition will have an Individual Healthcare Plan (IHP) written by a healthcare professional as soon as possible after diagnosis. The IHP will be reviewed by a relevant health care professional.

Contents

- Policy framework
- Staff duties and training
- Individual Healthcare Plans (IHPs)
- Medical conditions supported within IHPs
- Administering medication for pupils with serious, chronic or life threatening conditions.
- Storage of medication and equipment.
- Record keeping
- Providing an inclusive and favourable environment to pupils with medical conditions.
- Reducing health risks and common triggers
- Roles and responsibilities in maintaining and implementing an effective medical conditions policy.

Policy framework

The policy framework describes the essential criteria for how the school can meet the needs of pupils with serious, chronic and life threatening medical conditions.

This school is welcoming and supportive of pupils with serious, chronic or life threatening medical conditions. It provides pupils with medical conditions the same opportunities and access to activities (both school based and out of school) as other pupils. No pupil 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 and work hard to ensure they feel confident in the care they receive from this school and the level of care meets their needs.

All pupils joining at normal transition times will have arrangements in place to manage their medical condition by the beginning of that term. Any pupil joining the school mid-term will have arrangements in place within no longer than two weeks.

Staff understand the medical conditions of pupils at this school and that they may be serious, adversely affect a pupil's quality of life and impact on their ability to learn.

All staff understand their duty of care to pupils with serious, chronic and life-threatening conditions 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 pupils with the same medical condition will not have the same needs.

The school recognises that duties in the Pupils and Families Act 2014 (England only) and the Equality Act (England, Wales and Scotland) relate to pupils with disability or medical conditions is anticipatory. This school understands that some pupils who have medical conditions may also have disabilities and / or special educational needs and this policy may be read in conjunction with the school's SEND policy and the SEND code of practice.

Staff duties and training

All staff (and volunteers if and when appropriate), are made aware of the medical conditions of pupils at this school and understand their duty of care to pupils on a day to day basis.

All relevant staff know what action to take in an emergency and this is refreshed regularly relating to current specific needs such as anaphylaxis, epilepsy, sickle cell and diabetes. Training is provided when required throughout the year, and policies and procedures are discussed. Training needs will be identified and discussed at least annually as part of the school's monitoring process.

Any member of staff providing support to a pupil with medical needs will have received suitable training.

If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent/carer arrives, or accompany a pupil taken to hospital by ambulance.

All staff should be familiar with basic hygiene procedures for avoiding infection. First Aid trained staff have access to suitable disposal equipment to safely deal with spillages of blood or other bodily fluids, including the changing of dressings.

All pupils with serious, chronic and life threatening medical conditions at this school have an Individual Healthcare Plan (IHP), which explains what help they will need in an emergency and daily care requirements. 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. Care plans for pupils with complex medical needs will be completed by specialist healthcare practitioners.

Medical conditions supported within IHPs

The most common conditions supported by this school via the IHP are as follows:

Anaphylaxis, diabetes, sickle cell and epilepsy

Full details of individual care are outlined in each pupil's IHP.

As the need arises this school will plan for and support pupils with any medical need. This may include specialist staff training or support from a healthcare professional.

Pupils who suffer with Asthma are generally not subject to an Individual Healthcare Plan. However, as a school we recognise the serious nature of this condition and as such:

- We encourage and help pupils with asthma to participate fully in all aspects of school life.
- Parents of pupils with asthma should supply full details of their pupil's needs. On admission this should be done on a standard admissions form.
- We recognise that in some cases immediate access to inhalers is vital. These must be carried by the pupil, but still need to be clearly named. Parents are encouraged to leave a spare named inhaler in the school office where pupils can access it at all times.
- This school will ensure that staff have a clear understanding of what to do in the event of an asthma attack. The school will work in partnership with parents, healthcare professionals and pupils to ensure each pupil's needs are fully met.
- If pupils are known to be using their inhaler excessively, parents will be informed.

Further advice can be sought from the School Nurse or School Medical Service.

Administering medication for pupils with serious, chronic or life threatening conditions.

This school understands the importance of medication being taken and care received as detailed in the pupil's IHP.

This school will make sure that there are designated members of staff who have been trained to administer the medication and meet the care needs of an individual pupil. This school will ensure there are sufficient members of staff trained to cover any absences, staff turnover and other contingencies. The school's governing body has made sure that there is the appropriate level of insurance and liability cover through the 'Insurance Scheme for CBC Schools'.

The school accepts no legal responsibility for administering any medicines or the oversight of pupils taking prescribed medicines during the school day. Medicines will only be administered or supervised when a parent or carer has signed a School Medicine Record indemnifying the school from responsibility.

Medication may only be administered if prescribed by a healthcare professional and outlined in the IHP. Medicines bought 'over the counter' may not be administered.

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

Designated members of staff will make reasonable efforts to ensure pupils take medication, but responsibility remains that of the pupil and the parents/carers.

It is the responsibility of the parent/carer and pupil to ensure medicine is taken home at the end of the school day if appropriate.

Pupils at this school can administer their own medication, if they have received appropriate training and it is the wish of the pupil and their parent/carer. A member of staff must be present to supervise and be prepared to intervene if necessary to ensure the pupil's health and safety are not compromised. Whilst pupils will be encouraged to keep themselves healthy, and self-care is to be promoted, this school recognises that some pupil's 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 the IHP (if applicable). Parents/carers will be informed immediately by the school.

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 an individual risk assessment conducted before the visit.

Parents/carers understand that they should let the school know immediately if their pupil's needs change and provide enough information to ensure their needs are met.

Storage of medication and equipment.

This school makes sure that all staff understand what constitutes an emergency for an individual pupil and makes sure that emergency medication / equipment is readily available wherever the pupil is in the school and on off-site activities.

The school has one automated external defibrillator (AED) which is located in the medical room. A weekly check of the AED is carried out and logged by a designated member of the first aid team.

Medicines are stored safely in the locked medicine cupboard in the medical room or the office fridge if required to be stored at a controlled temperature.

It is legal for a pupil to carry prescribed drugs such as epipens if they are competent and trained to do so by a healthcare professional but it is an offence for them to pass it to anyone else to use. In all other cases medicines will be accessible to staff in a labelled container. Parents will be encouraged to leave spare medication, such as an epipen, within the main school office for emergencies.

Only medication that is in date and labelled in its original container will be stored in school. The exceptions to this are insulin and adrenaline (auto-injector), which although 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 pupil's name and instructions for administering from a qualified healthcare professional.

All medication held in school will be checked at least on a termly basis and all medicines which will expire before the end of the following term will be returned to parents and replacements requested. It remains the responsibility of the parent to replace any medicines.

Record keeping

Medical information is held centrally on the school management information system (MIS).

A centralised register of IHPs is maintained by a designated member of staff and held in the main school office.

IHPs are reviewed regularly, at least every year or whenever the pupils' needs change in consultation with healthcare professionals.

The parents/carers and relevant healthcare services hold a copy of the IHP. Other school staff are aware and have access to the IHPs for pupils in their care.

Pupil's confidentiality is protected at all times.

Written permission from parents is sought before sharing medical information with any other party.

When preparing for off-site visits all information regarding the care of pupils with medical conditions is included in the EVOLVE planning documentation which is submitted to the Head teacher and local authority (where appropriate).

Accurate records of all medication administered, including the dose, time, date and supervising staff is maintained by administration staff in the main school office.

A central record of all staff training is maintained including the nature, when and by whom.

Providing an inclusive and favourable environment to pupils with medical conditions.

This school is committed to providing a physical environment both on-site and during off-site visits, which is accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. The needs of pupils with serious 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 serious 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 PSHCE and Science lessons to raise awareness of medical conditions to help promote a positive environment.

This 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 as detailed in a pupil's IHP.

This school makes sure that pupils have the appropriate medication / equipment / food available during physical activity.

All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's serious 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.

This school will refer pupils with medical conditions who are finding it difficult to keep up educationally, to the SENDCo who will liaise with the pupil (where appropriate), parent/carer and healthcare professionals.

Reducing health risks and common triggers

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 off-site activities.

This school reviews all medical emergencies and incidents to see how they could be avoided, and changes school policy according to these reviews.

Roles and responsibilities in maintaining and implementing an effective medical conditions policy.

This school works in partnership with all relevant parties including the pupil (where appropriate), parent/carer, governing body, staff and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

The governing body should ensure parents/carers are aware of the school's complaints policy and procedures should they be dissatisfied with the support provided to their pupil.

This policy will be reviewed annually alongside the Medical Policy.

Signed _____ Chair of Governors

Date approved March 2021

Review date March 2022