



Medical Conditions Policy

Medical Conditions Policy and Policy Statement

Date of policy	April 2017
Ratified by Academy Committee	27 th April 2017
Reviewed date	25 th April 2018
Next Review	April 2019

This policy should be read in conjunction with the following

Safeguarding Policy

SEN Policy

Anti - bullying Policy

Equality Policy

Behaviour Policy

POLICY STATEMENT

Philosophy

Bishop Walsh Catholic School is an inclusive community that aims to support and welcome children with medical conditions.

Aims of the Policy

We aim to provide all children with all medical conditions the same opportunities as others.

We will help to:

- Ensure children with medication needs receive appropriate care and support at school.
- If appropriate, encourage children with medical needs to take responsibility for administering their own medication.

Will accept responsibility in principle for members of the school staff giving or supervising students taking prescription medication ONLY during the school day where those members of staff have volunteered to do so. All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a child taking medication unless they have been specifically asked to do so.

- Encourage children with medical conditions to take control of their condition as soon as is appropriate for their age or maturity.
- Include all children with medical conditions in all school activities.
- Encourage parents and carers of children medical conditions to communicate any changes to medical needs to us.
- Ensure all staff understand their duty of care to children and young people in the event of an emergency.
- Ensure staff feel confident in knowing what to do in an emergency.
- Understand that certain medical conditions are serious and can be potentially life – threatening, particularly if ill managed or misunderstood.
- Understand the common medical conditions that affect children at this school. Staff receive training on the impact this can have on children.

School will request that parents/ carers ask their doctor / consultant that medication is prescribed which can be taken outside of the school day and that medication in school will only be administered when it would be detrimental to the student’s health or school attendance not to do so.

POLICY

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

On admission to school

- All parents will be asked to complete an admissions form giving full details of their child’s medical conditions, regular/ emergency medication, emergency contact numbers, name of family doctor, details of hospital consultant, allergies, special dietary requirements and inform school of other medical information that may impact on their child when at school.
- Parents are responsible for informing school of any changes to their child’s medical condition and medication that may impact on the management of their medical condition in school.

Administration and storage of medication in school

- The administration of prescribed medication will be outlined by parents on our “School medication Consent Form” or for students with life threatening allergies, in the Care Plan. Should a student need to receive medication in the day, parents must personally hand over medication to the school office.

• **The school can and will request that a child remains at home or will ask to be collected if the correct medication/ equipment is not available in school that is necessary to manage the child's medical condition safely and effectively.**

• Staff will not give a non – prescribed medicine to a child unless there is prior written permission from their parents and authorisation by the Principal but delegated to the Office Manager who oversees all medical conditions.

• Only reasonable quantities of medication should be supplied to the school (e.g. a maximum of four weeks supply at any one time).

• Where the child travels on school transport provided by the Local Authority with an escort, parents should ensure the escort has written instructions relating to any medication sent with the child.

• Each item of medication must be delivered to the school office by the parent, **in a secure and labelled container as originally dispensed by the pharmacist.** Each item of medication must be clearly labelled with the following information:

- Child's name
- Name of medication
- Dosage
- Frequency of administration
- Date of dispensing
- Storage requirements (if appropriate)
- Expiry date.

The school will not accept items of medication in containers without the original pharmacist's label. The only exception to this is insulin, which must still be in date, but will generally be available in school inside an insulin pen or a pump, rather than its original container.

• Medication will be kept in the main school office and out of reach of children.

• The refrigerator in the main office will be used for medications requiring this form of storage.

• A record of the dose administered will be recorded on the "School Record of Medication Administered" which will be signed by two members of staff who administered / supervised the medication.

• The school will not make changes to prescribed dosages on parental instructions.

- Reasons for any non – administration of regular medication should be recorded and the parent informed. “Wasted doses” (e.g. tablets dropped on the floor will also be recorded).
- If a child refuses to take their medication, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency. If a refusal to take their medication results in an emergency, the school’s emergency first aid procedure will be followed.
- It is the responsibility of parents to notify the school in writing if the child’s needs for medication has changed or ceased.
- It is the parents’ responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
- School staff will not dispose of medicines. Medicines which has expired or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.
- Where it is appropriate to do so, children will be encouraged to manage and administer their own medication and if necessary under staff supervision. Parents may wish their child to carry their medication with them in school. Children with asthma are expected to have a blue inhaler at all times/ hall/ outside area.
- Staff who volunteer to assist in the administration of medication will receive appropriate training/ guidance through arrangements made with the school nurse and / or other healthcare professionals.
- Staff will not take responsibility for applying lotions or creams.
- The school will make every effort to continue the administration of medication to a child whilst on trips away from the school premises, even if additional arrangements might be required.

Children with medical needs who require significant, additional support

- Should we admit a child to school with medical needs that require significant, additional support, we will in partnership with the parents, school nurse and other healthcare professionals, discuss and evaluate individual needs.
- Where appropriate an Individual Healthcare Plan will be developed in partnership with the parent, the student, the school nurse and /or other healthcare professionals.

This schools medical conditions policy has been drawn up in consultation with a wide range of stakeholders within both the school and health settings:

- Children with medical conditions
- parents of children with medical conditions

- School nurse
- SENCO
- School staff
- Other healthcare professionals.

All staff understand the school's general emergency procedures.

All staff know what action to take in the event of a medical emergency. This includes:

- how to contact emergency services and what information to give
- who to contact within the school
- training is refreshed for all staff once a year
- if a child needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The school tries to ensure that the staff member will be one the child knows
- staff should not take children to hospital in their own car.

Healthcare Plans (Medical Alert Cards)

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 sent to all parents of children with a long term medical condition. This is sent:

- at the start of the school year
- at enrolment
- when a diagnosis is first communicated at the school.

If a child has a short term medical condition that requires medication during school hours, a medication form plus explanation is sent to the child's parents to complete.

The parents, healthcare professionals and child with a medical condition (where appropriate), are asked to fill out the child's Healthcare Plan together with the school nurse. Parents then return these completed forms to school.

This school ensures that a relevant member of staff is also present, if required to help draw up a Healthcare Plan for children with complex healthcare or educational needs.

School Healthcare Plan register

Healthcare Plans are used to create a centralised register of children with medical needs. An identified member of staff has responsibility for the register at this school.

The responsible member of staff follows up with the parents any further details on a child's Healthcare Plan or if permission for administration of medication is unclear or incomplete.

Ongoing communication and review of Healthcare Plans

- Parents are regularly reminded to update their child's Healthcare Plan if their child has a medical emergency or if there has been changes to their symptoms (getting better or worse), or their medication and treatments change.
- Staff use opportunities such as teacher – parent interviews and home – school communication to check that information held by the school on a child's condition is accurate and up to date.
- Every child with a Healthcare Plan has their plan reviewed at least once a year.

Storage and access to Healthcare Plans

Parents are provided with a copy of the child's current agreed Healthcare Plan.

Healthcare Plans are kept in a secure central location in school.

Apart from the central copy, specified members of staff (agreed by the parents) securely hold copies of children's Healthcare Plans. These copies are updated at the same time as the central copy.

All members of staff who work with groups of children have access to the Healthcare Plans of children in their care.

The school ensures that all staff protect confidentiality.

This school uses the data sheet, should an emergency happen during school hours or at a school activity outside the normal school day.

This school seeks permission from parents before sharing any medical information with any other party, such as when a child takes part in work experience placement.

Use of Healthcare Plans

Healthcare Plans are used to:

- inform the appropriate staff and supply teachers about individual needs of a child with a medical condition in their care

- remind children with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times
- identify common or important individual triggers for children with medical conditions at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of common triggers
- ensure that all medication stored at school is within the expiry date
- ensure this school's local emergency care services have a timely and accurate summary of a child's current medical management and healthcare in event of an emergency
- remind parents of children with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication

Residential visits

Parents are sent a form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit. This form requests up – to – date information about the child's current condition and their overall health. This provides essential and up – to – date information to relevant staff and school supervisors to help the child manage their condition while they are away. This includes information about medication not normally taken during school hours.

All 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 child's Healthcare Plan.

All parents of children 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.

The form also details what medication and what dose the child 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 child manage their condition while they are away.

The school ensures the whole school environment is inclusive and favourable to children with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

Physical environment

- a. This school is committed to providing a physical environment that is accessible to children with medical conditions.

b. Children with medical conditions are included in the consultation process to ensure the physical environment is accessible.

c. This school's commitment to an accessible physical environment includes out - of - school visits. The school recognises that this sometimes means changing activities or locations.

Social interactions

d. This school ensures the needs of children with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.

e. This school ensures the needs of children with medical conditions are adequately considered to ensure they have full access to extended school activities such as school disco, breakfast club, school productions, after school clubs and residential visits.

f. All staff at this school are aware of the potential social problems that children with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with school's anti – bullying and behaviour policies.

g. Staff use opportunities such as personal, social, and health education (PSHE) lessons to raise awareness of medical conditions amongst children and to help create a positive social environment.

Exercise and physical activity

h. This school understands the importance of all children taking part in sports, games and activities.

i. This school ensures all classroom teachers, PE teachers and sports coaches are aware of the potential triggers for childrens' medical conditions when exercising and how to minimize these triggers.

m. This school ensures all children have the appropriate medication or food with them during physical activity and that children take them when needed.

n. This school ensures all children with medical conditions are actively encouraged to take part in out – of – school clubs and team sports.

Education and learning

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

p. If a child is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at this school understand that this may be due to their medical condition.

q. Teachers at this school are aware of the potential for children with medical conditions to have special educational needs. Children with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN co-coordinator. The school's SEN co – coordinator consults the child, parents and the child's healthcare professionals to ensure the effect of the child's condition on their school work is properly considered.

r. This school ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum.

s. Children at this school learn about what to do in the event of a medical emergency.

Residential visits

t. 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 children 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.

u. This school understands that there may be additional medication, equipment and or other factors to consider when planning residential visits. This school considers additional medication and facilities that are normally available at school.

This school is aware of the common triggers that can make medical conditions worse or can bring on an emergency. This school is actively working towards reducing or eliminating these health and safety risks.

- a. This school is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out – of – school visit.
- b. School staff have been give training on medical conditions. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions.
- c. This school uses Healthcare Plans to identify individual children who are sensitive to particular triggers. The school has a detailed action plan to ensure these individual children remain safe during all lessons and activities throughout the school day.

- d. Full health and safety risk assessments are carried out on all out – of – school activities before they are approved, including work experience placements and residential visits, taking into account the needs of children with medical conditions.
- e. The school reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to this school’s policy and procedures are implemented after each review.

Each member of the school and health community knows their roles and responsibilities in maintaining an effective medical conditions policy.

- a. This school works in partnership with all interested and relevant parties including the school’s Academy Committee/ Board of Directors, all school staff, parents, employers, community healthcare professionals and children to ensure the policy is planned, implemented and maintained successfully.

Roles and responsibilities.

Academy Committee

- Ensure the health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all children). 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 children with medical conditions.
- Make sure the medical needs policy is effectively monitored and evaluated and regularly updated.
- Report to parents, children, school staff and the local authority about the successes and areas for improvement of this school’s medical conditions policy.
- Provide indemnity for staff who volunteer to administer medication to children with medical conditions.

Principal

- 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 children, school staff, special educational needs co – ordinator, learning progress assistants, school nurse, parents, academy representatives, the school health service and local emergency care services.
- 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 children' Healthcare Plans.
- Ensure child 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 needs policy.
- Delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register.
- Monitor and review the policy at least once a year, with input from children, parents, staff and external stakeholders.
- Update the policy at least once a year according to review recommendations and recent local and national guidance and legislation.
- report back to all key stakeholders about implementation of the medical conditions policy.

All staff

- 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 children in their care have a medical condition and be familiar with the content of the child's Healthcare Plan.
- Allow all children 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 children who carry their medication with them have it when they go on a school visit or out of the classroom.
- Be aware of children with medical conditions who may be experiencing bullying or need extra social support.
- Understand the common medical conditions and the impact it can have on children (children should not be forced to participate in an activity if they feel unwell).
- Ensure all children with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure children have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

School nurse

- Help update the school's medical conditions policy.
- Help provide regular training for school staff in managing the most common medical conditions at school.
- Provide information about where the school can access other specialist training.

- Provide input to Healthcare Plans.

First aiders at school

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school.
- When necessary ensure that an ambulance or other professional medical help is called.

SENCO

- Help update the school's medical conditions policy.
- Know which children have a medical condition and which have special educational needs because of their condition.
- Ensure children who have been unwell catch up on missed school work
- ensure teachers make the necessary arrangements if a child needs special consideration or access arrangements in exams or course work.

Specialist healthcare professionals.

- Complete the child's Healthcare Plans provided by parents.
- Where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours.
- Offer every child or young person (and their parents) a written care/ self – management plan to ensure children and young people know how to self - manage their condition.
- Ensure the child or young person knows how to take their medication effectively.
- Ensure children and young people have regular reviews of their condition and their medication.
- Provide the school with information and advice regarding individual children and young people with medical conditions (with the consent of the child and their parents).
- Understand and provide input to the school's medical conditions policy.

Emergency care services

- Have an agreed system for receiving information held by the school about children and young peoples' medical conditions, to ensure best possible care.
- Understand and provide input in to the school's medical conditions policy.

Children

- Treat other children 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 child is feeling unwell.
- Let any child take their medication when they need it, and ensure a member of staff who is called.
- Treat all medication with respect.
- Know how to gain access to their medication in an emergency.
- If mature and old enough know how to take their own medication and to take it when they need it.
- Ensure a member of staff is called in an emergency situation.

Reviewing and evaluating.

- a. This school's medical conditions policy is reviewed, evaluated and updated every year in line with the school's policy review timeline.
- b. New Department for children, families and schools and Department of Health guidance is actively sought and fed into the review.
- c. In evaluating the policy, this school seeks feedback on the effectiveness and acceptability of the medical conditions policy with a wide range of stakeholders within the school and health settings. These key stakeholders include;
 - Children
 - Parents
 - school nurse and / or healthcare professionals
 - School staff
 - Local health professionals

The views of children with various medical conditions are actively sought and considered central to the evaluation process.

B. Dunphy April 2017