



**ST. HILD'S  
CHURCH OF ENGLAND SCHOOL**

**Policy Document**

Date Created
March 2017

**SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY**

**At St. Hild's Church of England School we aim to provide all of our pupils with a world class education in a Christian context. We expect to find God at work in our school.**

*The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

***"I have come that they may have life in all its fullness (John 10:10)"***

**Policy Statement:**

St Hild's Church of England School is an inclusive community that welcomes and supports pupils with medical conditions.

This school 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.

This School understands that certain medical conditions are debilitating 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/carers.

All staff understand the medical conditions that affect pupils at this School. 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: Miss L Day, Assistant 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 St Hild's Church of England School is an inclusive community that supports and welcomes pupils with medical conditions.**

- The 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 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.
- The School will listen to the views of pupils and parents/carers.
- Pupils and parents/carers 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 Supporting Pupils with Medical Conditions Policy.
- The 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.

### **2 St Hild's Church of England School's Supporting Pupils with 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/carers, 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/carers and other key stakeholders to ensure full implementation.**

- Pupils, parents/carers, relevant local healthcare staff, and other external stakeholders are informed of, and reminded about, the medical conditions policy through clear communication channels.

**4 All children with a medical condition should 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.

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

- All staff, including temporary or supply staff, are aware of the medical conditions 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. A record of this training will be kept centrally.
- 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.

**6 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/carer arrives, or accompany a child taken to hospital by ambulance. ***They will not take pupils to hospital in their own car.***

**7 St Hild's Church of England School has clear guidance on providing care and support and administering medication at school.**

- The School understands the importance of medication being taken and care received as detailed in the pupil's IHP.
- The School will make sure that there is more than one member of staff who have 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. The School will ensure that there are sufficient numbers 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 in place.**

- The School will not give medication (prescription or non-prescription) to a child under 16 without a parent/carer's written consent.
- When administering medication, for example pain relief, the school will check the maximum dosage and when the previous dose was given. **Parents/carers will be informed.** This school will not give pupils under 16 aspirin unless prescribed by a doctor.
- 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 visit, including overnight stays.
- Parents/carers 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/carer is informed as soon as possible and the School's disciplinary procedures are followed.

## **8 St Hild's Church of England School has clear guidance on the storage of medication and equipment at school.**

- The School 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. Pupils may carry their emergency medication with them if this is appropriate.
- Pupils may carry their own medication/equipment if this has been agreed their parent/carer, school, medical professionals, or they should know exactly where to access it.
- The School will keep controlled drugs stored securely, but accessibly, with only named staff having access. Staff at this School can administer a controlled drug to a pupil once they have had specialist training. Staff members trained to administer medication are: Mrs N Roberts, Mrs D Todd, Mrs W Muir and Mrs E Owens.
- The School will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The exception is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.
- Parents/carers 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.

- The 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.

## **9 St Hild's Church of England School has clear guidance about record keeping.**

- Parents/carers at this School are asked if their child has any medical conditions on the enrolment form.
- The 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/carer, school staff, specialist nurse (where appropriate) and relevant healthcare services.
- The 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/carers, 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.
- The School makes sure that the pupil's confidentiality is protected.
- The School seeks permission from parents/carers before sharing any medical information with any other party.
- The School meets with the pupil (where appropriate), parent/carer, 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.
- The School keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
- The School makes sure that all staff providing support to a pupil 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/carer. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence. This School keeps an up-to-date record of all training undertaken and by whom.

**10 St Hild's Church of England 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 and pupils are consulted to ensure their accessibility. This school is also committed to an accessible physical environment for out-of-school activities.
- This 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 Anti-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.
- The 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.
- The 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.
- The School makes sure that pupils have the appropriate medication/equipment/food with them during 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.
- 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 will not penalise pupils for their attendance if their absences are related to their medical condition.
- 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 and the pupil's healthcare professional.
- **Pupils at this School learn what to do in an emergency.**
- This School 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.

- 11 St Hild's Church of England School 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 risks and has a written schedule of reducing specific triggers to support this.**
- The School is committed to identifying and reducing triggers both at school and on out-of-school visits.
  - School staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers. It has a list of the triggers for pupils with medical conditions at this School, has a trigger reduction schedule and is actively working towards reducing/eliminating these health and safety risks.
  - 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.
  - The School reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.
- 12 Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), this School will work with the local authority and education provider to ensure that the child receives the support they need to reintegrate effectively.**
- The School works in partnership with all relevant parties including the pupil (where appropriate), parent/carer, school's governing body, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
- 13 Each member of the school and health community knows their roles and responsibilities in maintain and implementing an effective Medical Conditions Policy.**
- The School works in partnership with all relevant parties including the pupil (where appropriate), parent/carer, school's Governing Body, all school staff, catering staff, employers and healthcare professionals to ensure the policy is planned, implemented and maintained successfully.
  - The School is committed to keeping in touch with a child when they are unable to attend school because of their condition.
- 14 The Medical Conditions Policy is regularly reviewed, evaluated and updated. Updates are produced every year.**

- In evaluating the policy, this school seeks feedback from key stakeholders including pupils, parents/carers, school healthcare professionals, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services, governors and the school employers. The views of pupils with medical conditions are central to the evaluation process.





Appendix 3 – Prescribed Medicines in Schools Form



**Prescribed Medicines in School Form**

This form must be completed by the parents/carers of children to ask the Headteacher if prescribed medicine can be administered to their son/daughter whilst they are in school. This includes asthma medicine where the child/young person is able or is unable to self-administer their asthma medicine.

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Name of school	
Name of child	
Date of birth	
Reg Group	
Address	
Medical condition or illness	
Name and address of the prescriber (GP) of the medicine	

\* Please delete whichever does not apply

\* My child is asthmatic and is able to self-administer his/her asthma medicine and should carry the asthma medication in school.

\* My child is asthmatic and is unable to self-administer his/her medication. I request that they be given their asthma medication in school. Details of their medicine and the administration of the medicine are given below.

**Medicine**

Name/type of medicine <i>(as described on the container)</i>	
Date the medicine was dispensed	
Starting date of the medicine	

Ending date of the medicine

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Dosage and method

--

**Full directions for use**

Dosage and amount to be given  
(please follow the directions given by  
the prescriber and attach the  
prescribers written statement)

--

Method of administration

--

Timing of administration

--

Special precautions

--

Side effects

--

Procedures to be taken in an  
emergency

--

--

**NB: Medicines must be in the original container as dispensed by the pharmacy**

**Contact Details**

Name

--

Daytime telephone no.

--

Relationship to child

--

Address

--

I understand that I must deliver the  
medicine personally to

[agreed member of staff]
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**Undertaking by the Parents/Carers**

1. I/We will:

(a) Personally deliver to a member of staff who has been nominated by the  
Headteacher

(b) Personally hand to the escort or driver (where my child uses LEA  
provided transport to school) their medicine in its properly labelled container  
from the prescriber and attach the prescriber's written instructions to cover:

- the period when my child is at school; and
- the full duration of all school visits away from the school premises.

2. I/We will personally give further supplies of medicine to the nominated member of staff at school before the current supply expires.
3. I/We accept this is a service which the school is not obliged to undertake.
4. Because my child has been diagnosed as having asthma, I/We will personally supply to the agreed member of staff at school:
  - (a) spare inhaler to cover the period when they are at school and to cover the full duration of all school visits away from the school premises;
  - (b) a further inhaler before the current spare inhale which has been supplied to the school expires;
  - (c) the prescriber's written instructions on the administration of the inhaler.
5. I/We will inform the Headteacher immediately in writing if:
  - (a) there is a change in the medicine;
  - (b) the dosage changes;
  - (c) there is a change in the way in which the medicine is to be administered;or
  - (d) if the medication is discontinued.

I/We will complete an addendum to this form giving the name of the new medicine, the dosage and the way the medicine is to be administered. I/We will be responsible for receiving the discontinued medicine from the school.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

Appendix 4 – Asthma Protocol

## **ASTHMA PROTOCOL**

### **Medication**

- Children are encouraged to carry their reliever inhalers
- Parents are asked to ensure that the school is provided with a labelled spare reliever inhaler, these are kept in Student Services
- School staff are not required to administer medication to children except in an emergency.
- All school staff will let children take their own medication when the need to

### **Asthma attacks**

All staff who come into contact with children with asthma know what to do in the event of an asthma attack.

- **Ensure that the reliever inhaler is taken immediately**
- **Stay calm, reassure the child and call for a first aider**
- **Help the child to breathe by ensuring tight clothing is loosened**
- **The child's parents will be told about the attack**

**After an attack:** The school has been advised that minor attacks should not interrupt a child's concentration and involvement in school activities. As soon as the attack is over staff will encourage the child to continue with normal school activities.

### **Emergency procedures**

The school follows the following procedure which is clearly displayed in all classrooms, staffroom, gymnasium and PE department:

#### **CALL A DOCTOR OR AMBULANCE IMMEDIATELY IF:**

- the reliever has not effect after five to ten minutes
- the child is either distressed or unable to talk

- the child is getting exhausted
- you have any doubts at all about the child's condition

**CONTINUE TO GIVE RELIEVER MEDICATION EVERY FEW MINUTES  
UNTIL HELP ARRIVES**

**NOTIFY THE CHILD'S PARENTS/CARERS**

**IF A CHILD IS HAVING AN ASTHMA ATTACK AND HIS/HER INHALER  
CANNOT BE IMMEDIATELY FOUND AND THEY DO NOT HAVE A SPARE  
INHALER IN SCHOOL THE CHILD IS DEEMED TO BE IN NEED OF  
IMMEDIATE MEDICATION.**

Spare inhalers/spacers are kept in **Student Services** and these can be used in the very rare occasions that asthmatic pupils do not have inhalers in school. The above emergency procedures still apply.

School staff must not take pupils in their car to A&E as the child's condition may deteriorate very quickly.

Parents/carers must be informed if the spare inhaler/spacer have been used.

Appendix 5 – Example Individual Health Care Plan

## HEALTH CARE PLAN FOR A PUPIL WITH LONG TERM OR SPECIAL MEDICAL NEEDS

<b>Name:</b>			
<b>Date of Birth:</b>			
<b>Condition:</b>			
<b>Trip requirements:</b>			
<b>Year Intake:</b>		<b>Date:</b>	
<b>Name of School:</b>		<b>Review Date:</b>	

**CONTACT INFORMATION**

<b>Family Contact 1:</b>		<b>Family Contact 2:</b>	
<b>Name:</b>		<b>Name:</b>	
<b>Phone No Home:</b>		<b>Phone No Home:</b>	
<b>Work:</b>		<b>Work:</b>	
<b>Mobile:</b>		<b>Mobile:</b>	
<b>Relationship:</b>		<b>Relationship:</b>	

<b>Clinic/Hospital Contact:</b>		<b>GP Contact:</b>	
<b>Name:</b>		<b>Name:</b>	
<b>Phone No:</b>		<b>Phone No:</b>	

Describe the condition and give details of the pupil's individual symptoms **(If epileptic check if there is any problems with strobe lights):**

**Daily care requirements: (e.g. before sport/at lunchtime):**

**Describe what constitutes an emergency for the pupil and the action to be taken if this occurs:**

**Parents name:** .....

**Signature:** .....

**Date:** ...../...../.....

**NB:** It is a parent/carers responsibility to inform school of any changes in their child's health care needs.

**Supporting Pupils with Medical Conditions Policy**

**Linked to:**

- Single Equality Policy
- Disability Discrimination Act
- Discipline & Pupil Behaviour Policy
- Anti-Bullying Policy
- SEND Policy
- EVC Procedures

Signed .....Headteacher)	Bi annual
Signed ..... (Chair of Governors)	<b>Review Date: March 2019</b>

Revision Date	Version	Status
March 2017	58.0	Medicine Policy 44.2 and Asthma Policy 46.1 combined-approved@Full Governors 8 <sup>th</sup> May 17