



# ENSTONE PRIMARY SCHOOL

## Medical Conditions in School Policy

### Introduction

Enstone Primary School is an inclusive community that welcomes and supports pupils with medical conditions. The 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.

Enstone Primary School makes sure all staff understand their duty of care to children and young people with medical conditions and know what to do in the event of an emergency. The school understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood. The school further 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 this school and receive appropriately tailored training to enable them to support such pupils.

This policy describes the essential criteria for how the school can meet the needs of children and young people with long-term conditions and short term medical needs. It should be read alongside 'Supporting pupils at school with medical conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England', DfE 2014. The named member of school staff responsible for this medical conditions policy and its implementation is Mrs Sarah Mann – Headteacher/SENCo

### **Enstone Primary School is an inclusive community that supports and welcomes pupils with medical conditions.**

- ❖ This 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.
- ❖ This school understands that all children with the same medical condition will not have the same needs. 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.
- ❖ The whole school and local health community understand and support the medical conditions policy.
- ❖ The school recognises that duties in the Children and Families Act and the Equality Act relate to children with disability or medical conditions.
- ❖ Pupils, parents, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels for example multi-professional team meetings and pupil review meetings.

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

- ❖ All school 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 permanent staff receive training in what to do in an emergency and this is refreshed at least once a year (training in the use of emergency medications and child-specific procedures).
- ❖ All children with a medical condition at this school have an individual healthcare plan (IHP), which explains 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.
- ❖ 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. If a child requires transport to hospital by car, the safety principles in the first aid policy will be adhered to.

**This school has clear guidance on providing care and support and administering medication at school.**

- ❖ 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 sufficient members of staff who have been trained to administer the medication and meet the care needs of an individual child.
- ❖ This school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. This school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- ❖ This school will not give medication (prescription or non-prescription) to any pupil unless a medical protocol has been completed and signed by a parent or carer.

- ❖ When administering medication this school will check the maximum dosage and when the previous dose was given. Parents will be informed. This school will not give a pupil any medication unless prescribed by a doctor, in line with the school's "Administering Medications" policy.
- ❖ This 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.
- ❖ This school will not require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues.
- ❖ Parents at this 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 behaviour / drugs policies are followed.

**This school has clear guidance on the storage of medication and equipment at school.**

- ❖ This 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 or on off-site activities and is not unnecessarily locked away. Pupils may carry their emergency medication with them if this is appropriate and within the terms of the protocol.
- ❖ Emergency medication/equipment is stored in classrooms unless it needs to be kept in a locked cupboard. Medicines which could cause harm if taken wrongly or accidentally swallowed by another child are kept in the medicines locker in the hall building.
- ❖ 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 asked to collect all long-term medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term. Once a course of short-term medication is completed, it should be collected by parents to dispose of appropriately.
- ❖ This school disposes of needles and other sharps using a sharps box provided by advisory medical staff. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of appropriately by parents or medical staff.

**This school has clear guidance about record keeping.**

- ❖ Parents at this school are asked if their child has any medical conditions when they complete admissions paperwork.

- ❖ This school uses an IHP (Individual Health Care Plan) 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.
- ❖ 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.
- ❖ 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 have received suitable training and on-going 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.

**This 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.**

- ❖ This school is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this 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 bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE 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.
- ❖ 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 will not penalise pupils for their attendance if their absences relate to their medical condition.
- ❖ This school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCo who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.
- ❖ 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.

**This school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency.**

- ❖ This 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 actively works 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.
- ❖ This school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

**Each member of the school and health community knows their 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, school's governing body, all school staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

**Date Adopted:** October 2023

**Review Date:** October 2026

**Governor Responsible:** Mrs Barbara Shaw

**Signature of Chair of Governors:**



**Signature of Headteacher:**

