

# RICE LANE PRIMARY SCHOOL



## Supporting Children and Young People with Medical Conditions in School Policy

Policy to be reviewed every 3 years

Policy agreed by Governing Board: .....

Signed: ..... *Chair of Governing Board*

Review Date: OCTOBER 2022

## **Policy Statement**

The supporting children and young people with Medical Conditions in school Policy will provide guidance to ensure:

- That the school meets its statutory responsibilities to manage medicines and medical conditions in line with Government guidance 'Supporting pupils at school with Medical conditions' and the 'Special Educational Needs and Disability code of practices to support children and young people with medical conditions' and the 'Special Educational Needs and Disability code of practice: 0-25 years'.
- That the school implements inclusive practices to support children and young people with medical conditions.
- That the school aims to provide all pupils with all medical conditions the same opportunities as others at school.

The school will ensure the implementation of Supporting Medical Conditions in school Policy to meet the following values and principles:

- All children/young people and staff are healthy and stay safe.
- Parents, children and young people feel secure and confident in the schools ability to support their child.
- Pupils make a positive contribution and get to experience a wide and varied curriculum and experiences.
- Ensure all staff understand their duty of care to safeguard children and young people in all aspects of their needs and especially within the event of an emergency.
- Ensure all staff are appropriately trained, competent and confident in knowing what to do in an emergency.
- Develop the schools understanding that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- That the school understands the importance of medication being taken as prescribed.
- All staff understand common medical conditions that affect children/young people at our school. Our staff receive training on the impact medical conditions can have on children/young people from specialist medical staff.

**The schools Governing board names Tracy Parry to be responsible ensuring this policy is fully implemented and monitored regularly.**

## Policy

1. The school is an inclusive community that aims to support and welcome all children and young people including those with medical conditions.
  - i) Rice Lane Primary Governing Board understand that it has a responsibility to make arrangements for supporting pupils with medical conditions who currently attend and to those who may attend in the future. However it is also acknowledged that in order to maximise a child's attendance in school it may be appropriate to administer medicines. Our policy is to ensure that children who need medication during school hours have their needs met so that they retain the fullest access to the life and work of the school. The medication required by pupils will vary from being short term to regular daily administration. All requests to give medicine must be discussed with the Headteacher and other appropriate staff member, as a request form must be completed by a suitable adult.
  - ii) Pupils with medical conditions are encouraged to take control of their condition. Pupils feel confident in the support they receive from the school to help them do this.
  - iii) The school ensures to provide all children with all medical conditions the same opportunities at school.
  - iv) The school aims to include all pupils with medical conditions in all school activities.
  - v) The school ensures all staff (Teaching and Support) understand their duty of care to children and young people in the event of an emergency.
  - vi) Parents of pupils with medical conditions feel secure in the care their children receive both in the transportation, school and on educational visits.
  - vii) All staff are confident in knowing what to do in an emergency and receive regular training to do so.
  - viii) There is knowledge that certain medical conditions are serious and can be potentially life-threatening.
  - ix) All staff understand the common medical conditions<sup>1</sup> that can affect all children/young people in school. Staff receive training on the impact this can have on pupils.

<sup>1</sup>Common medical conditions include Asthma, Epilepsy, Diabetes and Anaphylaxis.

2. All staff have a sound knowledge, understand their role and are trained to a level that fulfils and informs them in what
  - i) All staff at the school are aware of the most common serious medical conditions which they may come across when children are in their care.
  - ii) Staff understand their duty of care to pupils in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.
  - iii) All staff that work directly with pupils receive training and know what to do in an emergency for the pupils in their care with medical conditions.
  - iv) Training is refreshed for all staff as appropriate and should be referred to the child/young person's Individual Healthcare Plan.

- v) Action for staff to take in an emergency for the common serious conditions at the school is displayed in prominent locations for all staff including classrooms, kitchens and the staff room.
- vi) The school uses the child/young person's Individual Healthcare Plan to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.
- vii) The school has procedures in place so that the most up to date/single master copy of the child/young person's Individual Healthcare Plan is sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.
- viii) The school has a plan in place to cover staff absence and sickness.

The following roles and responsibilities are recommended practice within the policy. These roles are understood and communicated regularly.

### **Governing Board**

The school's Governing Board has a responsibility to:

- Uphold the Equality Act 2010 and make any reasonable adjustments.
- Ensure that arrangements are in place to support pupils with medical conditions (plans and suitable accommodation). In doing so they should ensure that such children can access and enjoy the same opportunities at school as any other child.
- Take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening and therefore focuses on the needs of the individual child/young person.
- Make sure the supporting medical conditions in school policy is effectively implemented, monitored and evaluated and updated in line with the school policy review timeline.
- Ensure all parents are fully aware and understand their responsibilities.

### **Headteacher**

The school's Headteacher has a responsibility to:

- Ensure the school puts the policy into practice and develop detailed procedures.
- Liaise between interested parties including child/young people, school staff, SENCO, pastoral support staff, teaching assistants, school nurses, parents, governors, the school health service, the Local Authority and local emergency care services and seek advice when necessary.
- Ensure every aspect of the policy are maintained even if they are not the governing bodies nominated staff member.
- Ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using child/young person's Individual Healthcare Plans.
- Ensure child/young person's confidentiality.
- Assess quality assured training and support the development needs of staff and arrange for them to be met via formally commissioned arrangements.
- Ensure all supply teachers and new staff are briefed and know the medical conditions policy.
- Delegate a staff member (Medical Welfare Officer) to check the expiry date of medicines kept at school and maintain the school medical register.
- Monitor and review the policy at least once a year, with input from child/young people, parents, staff and external stakeholders and update according to review recommendations and recent local and national guidance and legislation.
- Report back to all key stakeholders about implementation of the policy.
- In partnership with the parent have joint responsibility for the safe travel of the child/young person.
- Provide staff to cover absence.

## **All School Staff**

All staff at the school have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency by receiving whole school awareness training.
- Be aware that medical conditions can affect a child/young person's learning and provide extra help when child/young people need it.
- Understand the policy and how this impacts on children and young person's education.
- Know which child/young people in their care have a medical condition and be familiar with the content of the child/young person's Individual Healthcare Plan.
- Allow all child/young people 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 child/young people who carry their medication with them have it when they go on a school visit or out of the classroom.
- Be aware of child/young people 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 child/young people.
- Ensure all child/young people with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure child/young people have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

## **Medical Welfare Officer**

Medical Welfare Officers at the school have a responsibility to:

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

## **Special Educational Needs Coordinators (SENCO)**

The SENCO at the school has a responsibility to:

- Help update the school's medical condition policy.
- Know which child/young people have a medical condition and which have special educational needs because of their condition.
- Be the key member or liaise with other staff to ensure child/young people with medical conditions continue to make expected progress.
- Ensure teachers make the necessary arrangements and make reasonable adjustments if a child/young person needs special consideration or access arrangements in exams or course work.

## **Pastoral Staff**

The Pastoral support staff at the school has a responsibility to:

- Help update the school's medical conditions policy.
- Know which child/young people have a medical condition and which have special educational needs because of their condition.
- Monitor children/young people's attendance and punctuality and consider additional support and planning with the SENCO.
- Ensure all child/young people with medical conditions are not excluded unnecessarily from activities they wish to take part in.

## **Health Services**

The school nurse and others from the local Health Community and services who work with the school has a responsibility to:

- Co-operate with schools to support children/young people with a medical condition.
- Be aware of the needs and training the school staff need in managing the most common medical conditions at school.
- Provide information about where the school can access other specialist training or alternative provide training if this has been locally developed.

Other healthcare professionals, including GPs and paediatricians have responsibility to:

- Notify the school nurse when a child has been identified as having a medical condition that will require support at school.
- Provide advice on developing healthcare plans.
- Consider that Specialist local health teams may be able to provide support in schools for children with particular conditions (e.g. asthma, diabetes, epilepsy).

## **Parents**

The parents of a child/young person at the school have a responsibility to:

- Tell the school if their child has a medical condition.
- Ensure the school has a complete and up-to-date Healthcare Plan for their child.
- Inform the school about the medication their child requires during school hours.
- Inform the school of any medication their child requires while taking part in educational visits or residential visits, especially when these include overnight stays.
- Tell the school about any changes to their child's medication, what they take, when, and how much.
- Inform the school of any changes to their child's condition.
- Ensure their child's medication and medical devices are labelled with their child's full name and date of birth and a spare is provided with the same information.
- Ensure that their child's medication is within expiry dates.
- Inform the school if your child is feeling unwell.
- Ensure their child catches up on any school work they have missed.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional and information that will require the school to support your child is passed on to them.
- Ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

3. All staff understand and trained in the school's general emergency procedures.
  - i) The school has a general Health and Safety Policy that includes risk assessments and have arrangements in place to deal with emergencies.
  - ii) 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.
  - iii) Action to take in a general medical emergency is displayed in prominent locations for staff. These include classrooms, the staff rooms, food preparation areas and sporting facilities.
  - iv) If a child/young person 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.
  - v) Staff should not take the child/young people to hospital in their own car it is safer to call an ambulance.
  
4. The school has clear guidance on the administration of medication at school and what is deemed as unacceptable practice.

#### **Administration – General**

- i) The school understands the importance of medication being taken as prescribed.
- ii) All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a child/young person taking medication unless they have been specifically contracted to do so.
- iii) All use of medication defined as a controlled drug, even if the child/young person can administer the medication themselves, is done under the supervision of a named member of staff at this school (Medical Welfare Officer).
- iv) There are several members of staff this school who have been specifically contracted to administer medication and received the relevant training from healthcare professionals (Medical Welfare Officer).
- v) If a trained member of staff, who is usually responsible for administering medication, is not available the school makes alternative arrangements to continue to provide this support.
- vi) For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to children/young people under the age of 16, but only with the written consent of their parent.
- vii) Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.
- viii) Parents at this school understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.
- ix) If a child/young person at this school refuses their medication, staff should not force them and record this and follow procedures set out in the Individual Healthcare Plan. Parents are informed as soon as possible.
- x) If a child/young person misuses medication, either their own or another child/young person are subject to the school's usual disciplinary procedures.

### **Administration – Emergency Medication**

- xi) All child/young person with medical conditions has easy access to their medication.
- xii) All child/young people are encouraged to carry and administer their own emergency medication, only when their parents and health professionals determine they are able to begin taking responsibility. All child/young people carry their medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement of any off-site or residential visits.
- xiii) A child/young person who does not carry and administer their own medication know where their medication is stored and how to access it.