



# St Columb Minor Academy

## **POLICY**

## **SUPPORTING CHILDREN WITH MEDICAL CONDITIONS**

**Responsibility:**

**Headteacher**

**Governor Committee:**

**Teaching & Learning Committee**

<b>Date Adopted by Governors:</b>	<b>26 March 2015</b>
<b>Date to be Reviewed:</b>	<b>3 years</b>

**This school aims to provide all pupils with all medical condition's the same opportunities as others at school.**

The school understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.

We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well-being.

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.

This school aims to include all pupils with medical conditions in all school activities.

Parents/Carers of pupils with medical conditions feel secure in the care their children receive at this school.

The school ensures 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 serious and can be potentially life threatening, particularly if ill managed or misunderstood.

All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact this can have on pupils.

The medical conditions policy is understood and supported by the whole school and local health community.

The medical conditions policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation.

Parents are informed and regularly reminded about the medical conditions policy:

- by including the policy statement in the school's prospectus and signposting access to the policy
- at the start of the school year when communication is sent out about Care Plans
- in the school newsletter at several intervals in the school year
- when their child is enrolled as a new pupil
- via the school's website, where it is available all year round
- through school-wide communication about results of the monitoring and evaluation of the policy.

School staff are informed and regularly reminded about the medical conditions policy:

- through copies handed out at the first staff meeting of the school year and before Care Plans are distributed to parents
- at scheduled medical conditions training
- through the key principles of the policy being displayed in several prominent staff areas at this school
- through school-wide communication about results of the monitoring and evaluation of the policy
- all supply and temporary staff are informed of the policy and their responsibilities.

Relevant local health staff are informed and regularly reminded about the school's medical conditions policy:

- by letter accompanied with a printed copy of the policy at the start of the school year
- via primary care trust (PCT) links and the school/community nurse
- through communication about results of the monitoring and evaluation of the policy.

All other external stakeholders are informed and reminded about the school's medical conditions policy:

- by letter accompanied with a printed copy of the policy summary at the start of the school year
- through communication about results of the monitoring and evaluation of the policy.

**All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school.**

All staff at this school are aware of the most common serious medical conditions at this school.

Staff at this school 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.

All staff who work with groups of pupils at this school receive training and know what to do in an emergency for the pupils in their care with medical conditions.

Training is refreshed for all staff at least once a year.

Action for staff to take in an emergency for the common serious conditions at this school is displayed in prominent locations for all staff including classrooms, kitchens and the staff room\*.

This school uses Care Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.

This school has procedures in place so that a copy of the pupil's Care 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.

This school has made arrangements with the local hospital to ensure the timely transfer of Care Plans to the hospital in the event of an emergency.

**This school has clear guidance on the administration of medication at school.**

Please see the Administering Medicines Policy.

All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so.

There are several members of staff at this school who have been specifically contracted to administer medication.

Many other members of staff are happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to pupils under the age of 16, but only with the written consent of the pupil's parent.

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.

All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as administering medication.

If a pupil at this school refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.

If a trained member of staff, who is usually responsible for administering medication, is not available this school makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.

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

Enrolment forms

Parents at this school are asked if their child has any health conditions or health issues on the enrolment form, which is filled out at the start of each school year. Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms.

### **Care Plans**

Drawing up Care Plans

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

A Care Plan, accompanied by an explanation of why and how it is used, is sent to all parents of pupils with a long-term medical condition. This is sent:

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

A protocol from the child's medical team will be attached if appropriate.

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

### **School Healthcare Plan register**

Care Plans are used to create a centralised register of pupils 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 pupil's Care Plan required or if permission for administration of medication is unclear or incomplete.

### **Ongoing communication and review of Care Plans**

Parents at this school are regularly reminded to update their child's Care Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change. We will also contact parents/carers immediately if there are any questions regarding these changes.

Every pupil with a Care Plan at this school has their plan discussed and reviewed at least once a year.

## **Storage and access to Care Plans**

Parents and pupils at this school are provided with a copy of the pupil's current agreed care Plan.

Care Plans are kept in a secure central location at school - in a yellow folder in the main office.

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

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

Supply teachers or a when a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the Care Plans of pupils in their care by a visit from the care team.

This school ensures that all staff protect pupil confidentiality.

This school seeks permission from parents to allow the Care Plan to be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day. This permission is included on the Care Plan.

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

## **Use of Care Plans**

Care Plans are used by this school to:

- inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care
- remind pupils 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 pupils 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 pupil's current medical management and healthcare in the event of an emergency
- remind parents of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

All parents of pupils with a medical condition who may require medication in an emergency are asked to provide consent on the Care Plan for staff to administer medication.

## **Residential visits**

Parents are sent a residential visit 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 pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours.

All residential visit 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 pupil's Care Plan.

All parents of pupils 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 residential visit form also details what medication and what dose the pupil 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 pupil manage their condition while they are away.

### **Other record keeping**

This school keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and time are recorded. If a pupil refuses to have medication administered, this is also recorded and parents are informed as soon as possible.

This school holds training on common medical conditions once a year. All staff attending receive a certificate confirming the type of training they had. A log of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive training.

All school staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. The school keeps a register of staff who have had the relevant training.

This school keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

### **Physical environment**

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

Pupils with medical conditions are included in the consultation process to ensure the physical environment at this school is accessible.

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**

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

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

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

Staff use opportunities such as personal, social and health education (PSHE) lessons to raise

awareness of medical conditions amongst pupils and to help create a positive social environment.

### **Exercise and physical activity**

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

This school ensures all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.

This school ensures all classroom teachers, PE teachers and sports coaches understand that pupils should not be forced to take part in an activity if they feel unwell.

Teachers and sports coaches are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities.

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

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

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

### **Education and learning**

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

If a pupil 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.

Teachers at this school are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN coordinator. The school's SEN coordinator consults the pupil, parents and the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.

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

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

### **Residential visits**

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 pupils 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.

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

Risk assessments are carried out before pupils start any work experience or off-site educational placement. It is this school's responsibility to ensure that the placement is suitable, including travel to and from the venue for the pupil. Permission is sought from the pupil and their parents before any medical information is shared with an employer or other education provider

**This school is aware of the common triggers that can make 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**

This school is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.

School staff have been given training on medical conditions. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions.

The school has a list of common triggers for the common medical conditions at this school. The school has written a trigger reduction schedule and is actively working towards reducing or eliminating these health and safety risks.

Written information about how to avoid common triggers for medical conditions has been provided to all school staff.

This school uses Care Plans to identify individual pupils who are sensitive to particular triggers. The school has a detailed action plan to ensure these individual pupils remain safe during all lessons and activities throughout the school day.

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 pupils with medical conditions.

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**

This school works in partnership with all interested and relevant parties including the school's governing body, all school staff, parents, employers, community healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully.

The following roles and responsibilities are used for the medical conditions policy at this school. These roles are understood and communicated regularly.

**This school's employer has a responsibility to:**

Ensure the health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all pupils). 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 pupils with medical conditions.

Make sure the medical conditions policy is effectively monitored and evaluated and regularly updated.

Report to parents, pupils, 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 pupils with medical conditions.

**This school's head teacher and the governing body has a responsibility to:**

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 pupils, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents, governors, the school health service, the local authority transport service, and local emergency care services

Ensure the policy is put into action, with good communication of the policy to all

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 pupils' Care Plans

Ensure pupil 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 conditions 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 pupils, 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 at this 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

Understand the school's medical conditions policy

Know which pupils in their care have a medical condition and be familiar with the content of the pupil's Care Plan

Allow all pupils 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 pupils who carry their medication with them have it when they go on a school visit or out of the classroom

Be aware of pupils 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 pupils (pupils should not be forced to take part in any activity if they feel unwell)

Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in

Ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

**The pupils at this school have a responsibility to:**

Treat other pupils 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 pupil is feeling unwell

Let any pupil take their medication when they need it, and ensure a member of staff 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.

**The parents<sup>1</sup> of a child at this 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 visits, outings or field trips and other out-of-school activities

Tell the school about any changes to their child's medication, what they take, when, and how much

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<sup>1</sup> The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.

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

Provide the school with appropriate spare medication labelled with their child's name

Ensure that their child's medication is within expiry dates

Keep their child at home if they are not well enough to attend school

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

Ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.