



M O U N T C H A R L E S S C H O O L

Managing Medical Conditions Policy

2018-2019

Mrs C Bunting

HEADTEACHER

Designated Person responsible for managing the provision for children with SEND: Mrs L Nancarrow

Designated Person responsible for managing children with medical conditions: Mrs L Nancarrow / ARB – J Carew

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POLICY STATEMENT

Mount Charles School is an inclusive community that welcomes and supports pupils with medical conditions. Mount Charles 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.

Mount Charles 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. We understand that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood.

Mount Charles School 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. 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: Lori Nancarrow / ARB – J Carew

This policy describes the essential criteria for how the school can meet the needs of children and young people with long-term medical conditions.

SECTION 1 - INCLUSION

Mount Charles School is an inclusive community that supports and welcomes pupils with medical conditions.

- Mount Charles School is welcoming and supportive of pupils with medical conditions. We provide 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.
- Staff will listen to the views of pupils and parents.
- Pupils and parents feel confident in the care they receive from Mount Charles 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 medical conditions policy.
- Mount Charles 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.

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.

- Mount Charles 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.
- Staff make 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 and science lessons to raise awareness of medical conditions to help promote a positive environment.

Mount Charles 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.

- Mount Charles 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.
- Staff make sure that pupils have the appropriate medication/equipment/food with them during physical activity.
- Staff make 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. Pupils at this school learn what to do in an emergency.
- Staff make 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.

SECTION 2 - COMMUNICATION

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

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

SECTION 3 – INDIVIDUAL HEALTHCARE PLANS

All children with a medical condition 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 will also include information on the impact any health condition may have on a child's learning, behaviour or classroom performance.
- IHPs are drawn up with input from the child (if appropriate) their parent/carer, relevant school staff and healthcare professionals.
- 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 staff receive training in what to do in an emergency and this is refreshed at least once a year.
- A child's IHP 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.

SECTION 4 – EMERGENCY CARE

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

SECTION 5 – MEDICATION IN SCHOOL

Mount Charles School has clear guidance on providing care and support and administering medication at school.

- Mount Charles school understands the importance of medication being taken and care received as detailed in the pupil's IHP.
- We make sure that there are more than one members 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.
- We ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies.
- Mount Charles School's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- Mount Charles School will not give medication (prescription or non-prescription) to a child without a parent's written consent except in exceptional circumstances, and every effort will be made to encourage the pupil to involve their parent, while respecting their confidentiality.
- When administering medication, for example pain relief, 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 aspirin unless prescribed by a doctor.

- Mount Charles 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 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 disciplinary procedures are followed. There is clear guidance on the storage of medication and equipment at Mount Charles School.

SECTION 6 – STORAGE OF MEDICINES

Mount Charles School will make sure that all medication is stored safely, and that pupils with medical conditions know where they are at all times and have access to them immediately. We 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 medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term.
- Mount Charles 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.
- Mount Charles 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 they wish/this is appropriate.
- Pupils may carry their own medication/equipment, or they should know exactly where to access it.
- Pupils can carry controlled drugs if they are competent, otherwise this 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.

SECTION 7 – RECORD KEEPING

Mount Charles School has clear guidance about record keeping.

- Parents at this school are asked if their child has any medical conditions on the enrolment form.
- Mount Charles 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, school staff, specialist nurse (where appropriate) and relevant healthcare services.
- We have 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, 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.
- Mount Charles School makes sure that the pupil's confidentiality is protected and seeks permission from parents before sharing any medical information with any other party.
- Staff meet 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.

- Staff keep an accurate record of all medication administered, including the dose, time, date and supervising staff.
- Mount Charles School makes sure that all staff providing support to a pupil and other relevant teams 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. 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.

SECTION 8 – MEDICAL TRIGGERS

Mount Charles School is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. We actively work towards reducing or eliminating these health and safety risks.

- Staff are 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.
- An 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.
- Mount Charles School reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

SECTION 9 – RETURNING TO SCHOOL AFTER HOSPITALISATION

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.

- Mount Charles School works in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing body, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

SECTION 10 – ROLES AND RESPONSIBILITIES

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

- Mount Charles School works in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing body, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
- Staff are committed to keeping in touch with a child when they are unable to attend school because of their condition.

- Governors- ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life.
 - ensure that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

- The Headteacher - ensures that their school's policy is developed and effectively implemented with partners.
 - ensures that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation.
 - ensures that all staff who need to know are aware of the child's condition.
 - ensures that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations

- Parents - should provide the school with sufficient and up-to-date information about their child's medical needs.
 - They may in some cases be the first to notify the school that their child has a medical condition.
 - should be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting.
 - Should inform the school of any changes to medical conditions and treatment/medications.

- Pupils – where appropriate, should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan.

- School staff - provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so.
 - take into account the needs of pupils with medical conditions that they teach.
 - should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.
 - know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

- Health care professionals – should work alongside families and schools to develop the IHP.
 - notify the school when a child has been identified as having a medical condition which will require support in school.

- Local Authority - Under Section 10 of the Children Act 2004, they have a duty to promote co-operation between relevant partners – such as governing bodies of maintained schools, proprietors of academies, clinical commissioning groups and NHS England – with a view to improving the wellbeing of children with regard to their physical and mental health, and their education, training and recreation.

- should provide support, advice and guidance, including suitable training for school staff, to ensure that the support specified within individual healthcare plans can be delivered effectively.
- should work with schools to support pupils with medical conditions to attend full-time. Where pupils would not receive a suitable education in a mainstream school because of their health needs, the local authority has a duty to make other arrangements

SECTION 11 – POLICY IMPLEMENTATION AND REVIEW

Mount Charles School is committed to providing whole school awareness training so that all staff are aware of the school's policy for supporting pupils with medical conditions and their role in implementing it. It is also part of induction arrangements for new staff. Where required, the relevant healthcare professional should be able to advise on training that will help ensure that all medical conditions affecting pupils in the school are understood fully. This includes preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.

The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year. In evaluating the policy, Mount Charles School seeks feedback from key stakeholders including pupils, parents, school healthcare professionals, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services, governors and the school employer. The views of pupils with medical conditions are central to the evaluation process.