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# **COLMERS FARM PRIMARY SCHOOL**

**SUPPORTING CHILDREN WITH  
MEDICAL CONDITIONS AND  
MANAGING MEDICINES**

**SUMMER 2017**

**To be reviewed summer 2018**

## COLMERS FARM PRIMARY SCHOOL

### SUPPORTING CHILDREN WITH MEDICAL CONDITIONS AND MANAGING MEDICINES POLICY

This policy should be read alongside Managing Medical Conditions (Asthma) Policy

#### POLICY STATEMENT

Colmers Farm Primary School adheres to the duty as stated in the Children and Families Act 2014 that pupils with medical conditions will have the same right of admissions to our school as other pupils and will not be refused admission or excluded from the school on medical grounds. Appropriate levels of assessments will be undertaken to establish and determine what support pupils with medical conditions require. This will be done in partnership with parents and health professionals.

The prime responsibility for a pupils' health rests with the parents. On admission to school all parents/carers will be asked to complete an admission form giving full details of their child's medical needs, regular medication, emergency contact numbers, family GP and any relevant hospital details. It is anticipated that parents/carers will ensure that appropriate information is provided for the school that enables proficient management and a good understanding of their child's medical condition; this includes working in partnership in the management of any medicines administered at schools. Colmers Farm Primary School takes advice and guidance from a range of sources, including the School Nursing Team, Paediatric Consultants, and other Health professionals in addition to the information provided by parents in the first instance. This enables us to manage support effectively and to minimise any disruption to learning.

Colmers Farm Primary School:

- Welcomes pupils with medical conditions and recognises their needs
- Works towards ensuring the school environment is favourable to pupils with medical conditions and provides the same opportunities as others at school.
- Expects and encourages parents/carers to give appropriate information to the school regarding their child's medical needs and to provide any prescribed medication required
- Recognises that pupils need to have immediate access to medication, including reliever inhalers
- Will encourage children with medical conditions to participate fully in all aspects of school life
- Will access regular training for all staff (including asthma awareness) involved.

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.

The school understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood.

The schools 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 policy and its implementation is:

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## 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. **This 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 admissions or prevented from taking up a place in this school because arrangements with their medical condition have not been made.
  - This schools 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.
  - 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.
  - 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 and the Equality Act relate to children with disability or medical conditions and are anticipatory.
2. **This school's medical conditions policy follows the framework by the Health Conditions in Schools Alliance. It is also adopted by the Governing Board of Colmers Farm Primary School.**
  - Implementation of the policy is undertaken by pupils, parents, school nurse, school staff, governors, relevant local health services.
3. **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.
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 school (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 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 should, explain what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permissions will be sought and recorded in the IHP for sharing for the IHP within emergency care setting.

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

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

- Administration of medication will be undertaken by school staff on a voluntary basis; no member of staff can be compelled to undertake this unless required to do so due to the duty being indicated in their job description. Certain medication may require a register of staff willing to undertake administration – eg, EpiPen.
- This school understands the importance of medication being taken and care received as detailed in the pupil's IHP.
- This will make sure that there are 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. 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 child without a parent's written consent except in exceptional circumstances, and every effort will be made to encourage the pupils 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 any pupil aspirin unless prescribed by a doctor.
- 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.
- 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.

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

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 as prescribed by their usage and access need, with only named staff have access. All medication should be stored out of general reach of children but readily available for staff who may need to need administer medication. Medication that requires refrigeration should be stored in a secure medical fridge. Staff at this school can administer a controlled drug to a pupil once they have had specialist training.
- This 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.
- This school will store medication that is in date and labelled in it 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 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.
- If a child's IHP required that medication was administered by a needle, the school would ensure disposal of sharps in line with local policies. Sharps boxes would be kept securely at school and would accompany a child on off-site visits. They would collected and disposed of in line with local authority procedures.

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

- Parents at this school are asked if their child has any medical conditions on the enrolment form.
- This school uses an IHP to record the support and 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.
- This 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, 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 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 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.

**10. This school ensure that the whole school environment is inclusive and favourable to pupils with medical condition. 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 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, out-of-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 PHSE and science 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 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 their 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 condition 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.
- This school make sure that a risk assessment is carried out before any out-of-school visit. 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. This 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.**

- This school is committee 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

included 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 assessment 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 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.**

- This school work in partnership will all relevant parties including the pupil (where appropriate), parent, school's governing board, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

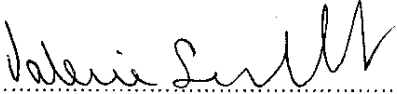
**13. Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.**

- This school works in partnership will all relevant parties including the pupil (where appropriate), parent, school's governing board, all school staff, catering staff and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

**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, 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.

\*The term 'parent' implies any person or body with parental responsibility such as a foster parent, carer, guardian or local authority

Signed by..........(Chair of Governors)

Date.....2/5/17.....