

Supporting Pupils at School with Medical Conditions Policy
Nursling C of E Primary School
Date of Issue: March 2017
Review date: March 2018

1) Aim

This school is an inclusive community that aims to support all pupils, including those with medical conditions. We recognise that pupils can suffer from long term, short term, chronic and acute illnesses and we will provide for all pupils without exception or discrimination. This includes both physical and mental conditions.

The staff and governing body of Nursling Primary School understands that it has a responsibility to make the school welcoming and supportive to all pupils, regardless of any need they may have.

2) Objectives

- To provide all children with any medical condition the same opportunities as any other child at school.
- To enable pupils with medical conditions to take control of their condition where possible and for them to feel confident in the support they receive from the school to help them do this.
- To include all pupils with medical conditions in all school activities where their own and others' safety can be assured.
- To ensure that parents* of pupils with medical conditions feel secure and involved in the care their children receive at this school.
- To ensure that all staff understand their duty of care to children in the event of an emergency and that designated staff have received training to enable them to be competent if such an emergency occurred.
- To enable all staff and parents to have confidence in the event of any emergency.
- To ensure that the medical conditions policy is understood and supported by the whole school and local health community.

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

3) Nursling Primary school's medical conditions policy has been drawn up in consultation with a wide range of local key stakeholders within both the school and health settings.

- a) This school has consulted on the development of this medical condition policy with a wide-range of key stakeholders within both the school and health settings. These key stakeholders include:

- pupils
- parents
- school nurse
- all school staff including Head teacher, Special Educational Needs Coordinator and trained staff
- local healthcare professionals
- school governors.

- b) The views of a wide selection of pupils including those with various medical conditions were actively sought and considered central to the consultation process.
- c) Nursling Primary School recognises the importance of providing feedback to those involved in the development process and is committed to acknowledging input and providing follow-up to suggestions put forward.

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

a. Pupils are informed and regularly reminded about the medical conditions policy (age and stage appropriate):

- through class circle and reflection time
- in personal, social and health education (PSHE) classes

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

- by including the policy statement on the school website where it is available all year round
- when their child is enrolled as a new pupil

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

- through consultation in the production and review of the policy and during staff induction.
- at scheduled, bespoke medical conditions training
- via the school's intranet, where it is available in staff information
- in staff briefing meetings.

Supply staff will be fully informed of any medical conditions which apply to the class they have been employed to teach by the Administrative Officer.

**5) All staff are trained in preventative, proactive management of medical conditions specific to Nursling School
Designated staff have emergency aid training and would be called upon should the need arise. Lists of trained staff are available throughout the school.**

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

b. 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.

- c. 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.
- d. There are designated staff who are fully trained to deal with specific children. Training given is recorded and a record kept. (Appendix 4)
- e. This school uses Individual Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.
- f. This school has procedures in place so that a copy of the pupil'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.

6) All staff understand and are trained in the school's general emergency procedures

- a. 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.
- b. All staff receive a comprehensive list of all pupils and their medical needs. This is updated annually or as the need arises.
- c. If a pupil 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 is accompanied by another adult and will be one the pupil knows.
- d. Generally, staff should not take pupils to hospital in their own car. This school has clear guidance from the local authority on when (and if) this is appropriate.

7) This school has clear guidance about record keeping

Enrolment forms

- a. Parents of new pupils at this school are asked if their child has any health conditions or health issues on the enrolment form. An annual reminder will be sent out in the newsletter, highlighting the need for parents to be responsible for updating school on any changes to their child's condition or care plan but the responsibility for communication of information resides with parents.

Individual Healthcare Plans

- b. This school uses an Individual Healthcare Plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Individual Healthcare Plan if required.
See Appendix 1

- c. **An Individual Healthcare 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 enrolment
 - when a diagnosis is first communicated to the school.

- d. If a pupil has a short-term medical condition that requires medication during school hours, a medication form plus explanation is available at the school office and must be completed in order for medication to be administered.
See Appendix 2

e. The parents, in consultation with the healthcare professional and, where appropriate, the pupil, are asked to fill out the pupil's Individual Healthcare Plan together. Parents then return these completed forms to the school. It is the parents' responsibility to update these forms as required.

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

School Healthcare Plan register

g. Healthcare 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.

h. The responsible member of staff follows up with the parents any further details on a pupil's Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

Storage and access to Healthcare Plans

i. Parents and pupils (age and stage appropriate) at this school are provided with a copy of the pupil's current agreed Individual Healthcare Plan.

j. Individual Healthcare Plans are kept in a confidential central location at school.

8) The school has clear guidance on the administration of medication at school in accordance with legislation and guidance in *Health Guidance for Schools and Supporting Children at School with Medical Conditions*.

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 Individual Healthcare Plans of pupils in their care.

b. This school ensures that all staff protect pupils' confidentiality.

c. This school seeks permission from parents to allow the Individual Healthcare 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 Individual Healthcare Plan.

d. Use of Individual Healthcare Plans

Individual Healthcare 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 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

Consent to administer medicines

e. If a pupil requires regular prescribed medication at school, parents are asked to provide consent on their child's Individual Healthcare Plan giving the pupil or staff permission to administer medication on

a regular/daily basis, if required. A separate form is sent to parents for pupils taking short courses of medication.

Residential visits

f. Parents are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight 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. Use the most up to date Education visit and consent form available from Hampshire outdoor (EVOLVE).

g. All residential visit forms are taken by the relevant staff member on visits where medication is required. These are accompanied by a copy of the pupil's Individual Healthcare Plan.

Other record keeping

h. 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.

See Appendix 3 – Form a (long term medication) b (short term medication)

Storage

The storage of medicines is the overall responsibility of the responsible manager who will ensure that arrangements are in place to store medicines safely. The storage of medicines will be undertaken in accordance with product instructions and in the original container in which the medicine was dispensed.

Disposal

It is not the responsibility of Nursling CE Primary School to dispose of medicines. It is the responsibility of parents to ensure that all medicines no longer required are returned to a pharmacy for safe disposal. 'Sharps boxes' will always be used for the disposal of needles. Collection and disposal of the boxes will be locally arranged as appropriate.

9) This school ensures, where possible, 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

Physical environment

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

b. Pupils with medical conditions are included in an individual consultation process to ensure the physical environment at this school is accessible as possible for them.

c. This school's commitment to an accessible physical environment includes out-of-school visits. The school actively seeks locations where medical needs can be fully addressed and provided for. The school recognises that there may be a rare occasion when this may not be possible.

Social interactions

d. 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.

e. 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, school productions, after school clubs and residential visits, whilst ensuring the safety of themselves and others.

f. 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.

g. Staff use opportunities such as in personal, social and health education (PSHE) classes and through class circle and reflection time to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

Exercise and physical activity

h. This school understands the importance of all pupils having an active lifestyle.

i. 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.

j. 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.

k. 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.

l. 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.

m. This school ensures all pupils have the appropriate medication, food and support required during physical activity.

n. 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

o. 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.

p. 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 penalize pupils for their attendance if their absence relates to their medical condition. Short term absences, including those for medical appointments are effectively managed as per the school's attendance policy. Staff will support pupils whose absence is long term by liaising with hospital education staff and with the Education Inclusion Service when children are convalescing at home.

q. 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 and if necessary, will refer to the Education Inclusion Service (EIS) for provision of academic support.

r. Pupils, age and stage appropriate, learn about what to do in the event of a medical emergency and pupils in Year 6 receive first aid training.

Residential visits

s. Risk assessments and pre-visits 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.

10) 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 these health and safety risks. Triggers pertinent to the child are included on their IHP.

a. 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.

b. 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.

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

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

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

The Governing Body understands and fulfils its statutory and legislative duties in respect to supporting pupils at school with medical conditions.

The Head Teacher has a responsibility to ensure the policy is maintained, monitored and reviewed.

The SENCo has a responsibility to ensure all aspects of the policy are implemented.

School nurse or school healthcare professional

The school nurse linked to this school has a responsibility to:

- help update the school's medical conditions policy
- help provide regular training for school staff in managing the most common medical conditions at school
- provide information about where the school can access other specialist training.

First aider

First aiders at this 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.

Pupils

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
- treat all medication with respect
- know how to gain access to their medication in an emergency
- if mature and old enough (and with parental consent), 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.

Parents*

The parents 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 Individual Healthcare Plan for their child
- inform the school about the medication their child requires during school hours
- tell the school about any changes to their child's medication, what they take, when, and how much and 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 that medication is within the expiry date and that a sufficient quantity has been supplied
- 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

12)The medical conditions policy is regularly reviewed evaluated and updated. Updates are produced every year.

a. This school's medical conditions policy is reviewed, evaluated and updated every year in line with the school's policy review timeline and takes account of any new legislative guidance

NPS - Individual Healthcare Plan

Appendix 1

Child's name	
Date of Birth	
Class/Year group	
Child's address	
Medical diagnosis or condition	
Consultant name	
Phone no.	
NHS Hospital No.	

Family Contact Information

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

G.P.

Name	
Phone no.	

Who is responsible for providing support in school	
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Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

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Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information (e.g. details of who the child may/ may not have contact with (LAC especially and split families), confidentiality if in hospital.

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

I give permission for this Individual Healthcare Plan to be shared with emergency care staff and I also understand that it is my responsibility to notify school immediately of any changes to this plan.

Full name: _____

Signed: _____

Date: _____

Administration of medicines/treatment consent form

School name: Child's _____
 name:Child's _____
 address: _____
Contact number for emergencies _____
 Name ofGP: _____
 GP telephone no: _____

Please tick the appropriate box:

My child will be responsible for the self-administration of medicines as directed below, in the presence of an adult.

I agree to members of staff administrating medicines/providing treatment to my child as directed below or in the case of an emergency, as staff may consider necessary

I recognise that not all school staff are medically qualified

Signed (parent/carer): _____

Date: _____

Name of medicine	Dose	Frequency	Completion date Of course (if known)	Expiry date of medicine

Special instructions:

Allergies/side effects:

Other prescribed medicines:

Record of prescribed medicines given to a child in a school

Child's name:

Date of birth: _____

	Date	Time	Medicine given	Dose	Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Record of medicine administered to all children at Nursling Primary School

Appendix 3b

Date	Child's name	Time	Name of medicine	Dose given	Any reactions	Signature of staff	Print name

