



**South Manchester
Learning Trust**

Personal Growth | Academic Excellence

ALTRINCHAM COLLEGE

Supporting Children with Medical Conditions Policy

Policy Date: March 2021

Approved by: Governors

Date: 17 March 2021

Date of next review: March 2024

Background

This school is an inclusive community that welcomes and supports students with medical conditions.

The school provides all students with any medical condition the same opportunities as others at school.

Principles

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

Altrincham College is an inclusive community that supports and welcomes students with medical conditions.

- This school is welcoming and supportive of students 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 students. 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.
- This school will listen to the views of students and parents/carers.
- Students and parents/carers 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 students 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.
- This 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 are anticipatory.

Aims

To ensure that students:

- stay safe
- be healthy
- make a positive contribution
- enjoy and achieve
- achieve economic wellbeing once they have left school
- are nurtured to develop their confidence
- are given consideration appropriate to their condition but not singled out unnecessarily.

To ensure that staff:

- understand their duty of care to young people in the event of an emergency
- feel confident in knowing what to do in an emergency
- understand that certain medical conditions are serious and can be potentially life threatening, particularly if ill-managed or misunderstood
- understand the importance of medication and care being taken as directed by healthcare professionals and parents
- understand the medical conditions that affect students at this school
- receive training on the impact medical conditions can have on students.

Practice

The Medical Conditions Policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation.

- The policy is available to view on the school website.
- Parents/carers are informed of and reminded about the policy when their child/ward is enrolled as a new student and at various times throughout the year in the school newsletter.
- School staff are reminded of the policy at scheduled staff meetings.
- Relevant local health staff are informed and reminded about the school's Medical Conditions Policy via the school nurse.

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 are aware of the most common serious medical conditions at this school.
- All staff receive training in what to do in an emergency and this is refreshed annually.
- Supply staff are given clear instructions in the visitor information pack.
- All students with a medical condition at this school will have individual care plan (IHCP), which explains what help they need in an emergency. The IHCP will accompany a student should they need to attend the hospital. Parental permission will be sought and recorded in the IHCP for sharing the IHCP within emergency care settings.

All Altrincham College staff understand and are trained in what to do in an emergency for children with medical conditions at the school.

- All staff know what action to take in the event of a medical emergency and are reminded at least once a year.
- If a student needs to attend hospital, a member of staff will stay with them until a parent or carer arrives, or accompany a child taken to hospital by ambulance
- Generally, staff should not take students to hospital in their own car without the permission of the Headteacher.

Altrincham College has clear guidance on providing care and support and administering medication at school.

- Staff understand the importance of medication being taken and care received as detailed in the student's IHCP.
- This school will ensure that there are several members of staff who have been trained to administer the medication and meet the care needs of an individual child. This school will ensure that there are sufficient numbers of trained staff to cover any absences, staff turnover and other contingencies.
- This school's Governing Body has ensured the appropriate level of insurance and liability cover is in place.
- This school will not give medication (prescription or non-prescription) to a child under 16 without a parent/carer's written consent except in exceptional circumstances, and every effort will be made to encourage the student to involve their parent/carer, while respecting their confidentiality.
- This school will make sure a trained member of staff is available to accompany a student with a medical condition on an off-site visit, including overnight stays.
- Parents/Carers at this school understand that they should let the school know immediately if their child's needs change.
- If a student misuses their medication, or anyone else's medication, their parent/carer is informed as soon as possible and the school's disciplinary procedures are followed.

Altrincham College has clear guidance on the storage of medication and equipment at school.

- All staff understand what constitutes an emergency for an individual child and make sure that emergency medication/equipment is readily available in the school and on off-site activities and is not locked away. Students may carry their emergency medication with them if this is appropriate.
- Some students may carry their own medication/equipment in line with their IHCP or they know exactly how to access it.
- Some students, if competent, may carry controlled drugs; otherwise school will keep controlled drugs stored securely. Staff at this school can administer a controlled drug to a student once they have had specialist training.
- Parents/carers are required to complete the 'Parental agreement for the storage and administration of medication' form available on the website or from main reception.
- This school will only accept prescribed medication which is labelled for that child's use, in its original container as dispensed by the pharmacist, including instructions for administration, dosage and with a valid expiry date. (The exception to this rule is insulin which must be still in date, but will generally be available to schools inside an insulin pen or pump, rather than in its original container).
- A child under 16 will never be given medicine containing aspirin unless prescribed by a doctor.
- Non-prescription medication e.g. pain relief, antihistamines etc, will only be kept in school with written permission from parents or carers. It will not be administered without first checking maximum dosage and when the previous dose was taken. Parents/carers are informed of any medication taken at school along with the time taken and the dose.
- All medication will be stored appropriately. Inhalers, blood glucose monitors and adrenaline pens are readily available to the child for whom they are intended at reception. Other medication is kept in secure storage.
- Parents/carers are asked to collect all medications/equipment at the end of the school year, and to provide new and in-date medication at the start of each new academic year.

- Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected by parents/carers and disposed of in line with local authority procedures.

Altrincham College has clear guidance about record keeping.

- Parents/carers at this school are asked if their child/ward has any medical conditions on their enrolment form.
- Parents/carers are regularly reminded to update medical information via the monthly newsletter.
- This school uses IHCPs to record the support an individual student needs around their medical condition. This is developed with the student, parent or carer, school staff, the specialist nurse (where appropriate) and relevant healthcare services.
- This school has a centralised register of IHCPs. These are reviewed annually (or sooner if necessary).
- The parents/carers, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHCP. Other school staff are made aware of and have access to the IHCP for the students in their care.
- This school makes sure that the student's confidentiality is protected.
- This school seeks permission from parents/carers before sharing medical information with any other party.
- This school meets with the student (where appropriate), parent/carer, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight trips to discuss and plan for any extra care requirements that may be needed. This is recorded in the student's IHCP 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 student 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 student's IHCP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent/carer.

Altrincham College ensures that the whole school environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

- This school is committed to providing a physical environment accessible to students with medical conditions and students are consulted to ensure accessibility. This school is also committed to an accessible physical environment for out of school activities.
- This school makes sure the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, school trips and residential visits.
- All staff are aware of the potential social problems that students with medical conditions may experience and use this knowledge, alongside the school's Behaviour Policy, to help prevent and deal with any problems.
- This school understands the importance of all students 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 students. This includes out of school clubs and team sports.
- This school understands that all relevant staff are aware that students should not be forced to take part in activities if they are unwell. They should also be aware of students who have been advised to avoid/take special precautions during activity, and the

potential triggers for a student's medical condition when exercising and how to minimise these.

- This school makes sure that students have the appropriate medication/equipment/food with them during physical activity as specified in their IHCP.
- This school makes sure that students 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 student's medical condition. This school will not penalise students for their attendance if their absences relate to their medical condition.
- This school will refer students with medical conditions who are finding it difficult to keep up educationally to the SENDCo who will liaise with the student (where appropriate), their parents/carers and the student's healthcare professional(s).
- This school makes sure that a risk assessment is carried out before any out of school visit, including work experience and educational placements. The needs of students 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.

Altrincham College 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 committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.
- The IHCP details an individual student's needs and details how to make sure the student remains safe throughout the whole school day and on out-of-school activities, taking into account their medical need(s).
- This school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

This school has clear guidance on providing support to students with asthma

- All students with asthma must carry a clearly labelled inhaler with them at all times.
- Parents/carers must provide a spare, clearly labelled, in-date inhaler to be kept at school.
- Parents/carers should provide details of any specific triggers and instructions to be followed in the event of an asthma attack.
- Parents/carers are given this information when students enrol at the school and are also reminded regularly in the school newsletter.
- In line with Government recommendations, this school keeps spare inhalers with spacer devices for use in an emergency in the PE office, Sixth Form and Main Reception only for students diagnosed with asthma whose parents/carers have consented to its use.
- All perfume products and aerosols are banned in this school.

This school has clear guidance on providing support to students with anaphylaxis

- All students that have been prescribed an adrenaline auto injector to treat anaphylaxis must carry it with them, in a suitable hard container labelled with their name and photograph.
- A spare injector must be provided by parents/carers to be kept at the reception in a container labelled with the student's name.
- Parents/carers are given this information when students enrol at the school and are also reminded regularly in the school newsletter.
- In line with Government recommendations, this school keeps a spare auto injector for use in an emergency at the main reception only for students diagnosed with anaphylaxis by a medical professional and whose parents/carers have consented to its use.

Roles and Responsibilities

Altrincham College'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.

These key stakeholders include:

- Students
- Parents/Carers
- Headteacher
- Learning support assistants
- SENDCo (Special Educational Needs Co-ordinator)
- Members of staff trained in first aid
- Other school staff – as relevant
- School Nurse and other local healthcare professionals
- School Governors

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 student (where appropriate), parent/carer, the Governing Body, all school staff, and relevant healthcare professionals to ensure the policy is planned, implemented and maintained successfully.
- These roles and responsibilities are understood and communicated regularly.
- Opportunities such as PSHE and other areas of the curriculum are used to raise student awareness about medical conditions along with annual updates from the school nurse.
- Supply and temporary staff are informed of the policy and their responsibilities.
- Students at this school learn what to do in an emergency.
- The Health & Welfare Co-ordinator is responsible IHCPs, medication stored in school, and staff training.
[2020-2021: Ruth Bruckshaw]
- At least three members of first-aid trained staff are also trained to dispense medication to students within school.
[2020-2021: Ruth Bruckshaw, Danielle Shields, Michelle Waring]

Monitoring and Evaluation

Altrincham College reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy and/or practice, and updates the relevant risk assessments according to these reviews.

Medical emergencies will be dealt with (where appropriate) in line with the Critical Incidents Policy.