



ALTRINCHAM COLLEGE

Supporting Children with Medical Conditions Policy

Updated by: Mr P Brooks

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Approved by Governing Body

Date:

POLICY STATEMENT

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

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

We aim to ensure that pupils:

- 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 pupils at this school
- receive training on the impact medical conditions can have on pupils

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 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 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.
- 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.

2. This 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.

These key stakeholders include:

- Pupils
- Parents
- Head teacher
- Learning support assistants
- Special educational needs coordinator
- Members of staff trained in first aid
- Other school staff – as is relevant
- School Nurse and other Local healthcare professionals
- School Governors

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

- The policy is available to view on the school website.
- Parents are informed of and reminded about the medical conditions policy when their child is enrolled as a new pupil and at various times throughout the year in the school newsletter.
- School staff are reminded of the policy at scheduled staff meetings.
- Supply and temporary staff are informed of the policy and their responsibilities.
- Relevant local health staff are informed and reminded about the school's medical conditions policy via the school nurse.

4. 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 pupils 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 pupil 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.

5. All staff understand and are trained in what to do in an emergency for children with medical conditions at this 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 pupil needs to attend hospital, a member of staff will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance
- Generally, staff should not take pupils to hospital in their own car without the permission of the Head teacher.

6. The school has clear guidance on providing care and support and administering medication at school.

- This school understands the importance of medication being taken and care received as detailed in the pupil'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 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 a child under 16 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.

- This school will make sure 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.

7. This school has clear guidance on the storage of medication and equipment at 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 in the school and on off-site activities and is not locked away. Pupils may carry their emergency medication with them if this is appropriate.
- Some pupils may carry their own medication/equipment in line with their IHCP or they know exactly how to access it.
- Some pupils, if competent may carry controlled drugs otherwise this school will keep controlled drugs stored securely. Staff at this school can administer a controlled drug to a pupil once they have had specialist training.
- Parents are required to complete the 'Parental agreement for the storage and administration of medication' form available on the Gateway.
- This school will only accept prescribed medication that 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 is insulin which, 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. It will not be administered without first checking maximum dosage and when the previous dose was taken. Parents 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 & adrenaline pens are readily available to the child at reception. Other medication is kept in secure storage.
- Parents 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 Year.
- Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected by parents and disposed of in line with local authority procedures.

8. 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.

- Parents are regularly reminded to update medical information via the monthly newsletter.
- This school uses IHCP's to record the support an individual pupil needs around their medical condition. This is developed with the pupil, parent, school staff and specialist nurse (where appropriate) and relevant healthcare services.
- This school has a centralised register of IHCP's. These are reviewed annually (or sooner if necessary).
- The parents, 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 pupils in their care.
- This school makes sure that the pupil's confidentiality is protected.
- This school seeks permission from parents before sharing 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 trips to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the pupil'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 pupil 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 IHCP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent.

9. 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.

- This school is committed to providing a physical environment accessible to pupils with medical conditions and pupils 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 pupils 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 pupils with medical conditions may experience and use this knowledge, alongside the school's bullying policy, to help prevent and deal with any problems.
- 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 as specified in their IHCP.
- This school makes 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.
- 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 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.

10. 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 committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.
- School staff are given training and written information on how to avoid and reduce exposure to common triggers for common medical conditions. This school is actively working towards 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 IHCP details an individual pupil's and details how to make sure the pupil remains safe throughout the whole school day and on 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 according to these reviews.

11. 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 pupil (where appropriate), parent, school's 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 pupil awareness about medical conditions along with annual updates from the school nurse.

12. This school has clear guidance on providing support to pupils with asthma

- All pupils with asthma must carry a clearly labelled inhaler with them at all times.
- Parents must provide a spare, clearly labelled, in-date inhaler to be kept at school.
- Parents should provide details of any specific triggers and instructions to be followed in the event of an asthma attack.
- Parents are given this information when pupils 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 to pupils diagnosed with asthma whose parents have consented.
- All perfume products and aerosols are banned in this school.

13. This school has clear guidance on providing support to pupils with anaphylaxis

- All pupils 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 to be kept at the school office in a container labelled with the pupil's name and photograph.
- Parents are given this information when pupils 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 to pupils diagnosed with anaphylaxis by a medical professional and whose parents have consented.