



# St. Andrew's Church School MEDICAL CONDITIONS POLICY



## Rationale

At St. Andrews Church School, we believe that pupils with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.

This policy sets out the arrangements that are in place within our school to support those pupils with medical conditions. Senior leaders will ensure that they consult with health and social care professionals, pupils and parents to ensure that the needs of the child are met.

Some children with medical conditions may be disabled. The Local Governing Body will ensure that the school complies with their duty under the Equality Act 2010. Some may also have special educational needs (SEN) and may have a statement or an Education and Health Care Plan (EHCP) which brings together health and social care needs, as well as their SEN provision. For pupils with SEN, this policy should be read alongside the school's Special Educational Needs Policy.

This policy should also be read in conjunction with the school's Health and Safety policy.

This policy should be read in conjunction with the 'Statutory guidance supporting pupils at school with Medical Conditions' (DfE 2014)

## The Role of the Local Governing Body

The Local Governing Body will ensure that arrangements are in place to support pupils with medical conditions. In doing so, they will ensure that such children can access and enjoy the same opportunities at school as other children.

The Local Governing Body will take into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. Some will be more obvious than others. The Local Governing Body will therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life.

The Local Governing Body will ensure that their arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school. The arrangements should show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care. They will ensure that staff are properly trained to provide the support that pupils need.

The Local Governing Body have decided that the **Headteacher** should have overall responsibility for the implementation of this policy.

### **The role of the Headteacher**

The Headteacher will ensure that all staff are aware of the policy for supporting children with medical conditions. The Headteacher will also ensure that sufficient staff are suitably trained and that all staff are made aware of the child's condition.

In the absence of key staff, the Headteacher will make appropriate arrangements so that a member of staff is always available to support a child with medical conditions.

The Headteacher along with key staff, will ensure that risk assessments are completed for school visits, residential activities and other activities outside of the normal timetable.

The Headteacher, along with health care professionals will monitor and evaluate individual health care plans. The Headteacher will also contact the school nurse/Health Visitor in the case of any child who has a medical condition that may require support at school.

### **Receiving Notification that a Pupil has a Medical Condition**

Once the school receives notification of a child's medical condition the school will:

- contact the child's parents and ask them to complete a Health Care Plan, which is then shared with the school nurse/Health Visitor. The Health Care Plan will then be reviewed annually, or earlier, if there are changes to be made to the child's needs
- contact health care professionals, including our school nurse for guidance
- attend Team Around the Child (TAC) meetings as appropriate
- if required, contact the Local Authority to make sure that the school complies with accessibility arrangements
- if necessary, make arrangements for staff training

### **The Role of School Staff**

Any member of school staff may be asked to provide support for pupils with medical conditions, including the administration of medicines, although they cannot be required to do so. School staff should receive sufficient and suitable training before they take on the responsibility of supporting a child with medical conditions. All members of staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

The Administrators / Office Manager will be responsible for:

- Administering prescription medicines when parental consent has been obtained to do so.
- In conjunction with the First Aid Co-ordinator, collecting data including administration of medication, Personal Health Plans, consent forms and medication retained, and keeping it up to date at all times.
- Requesting and collecting new or renewed medication from parents/guardians and passing this to the First Aid Coordinator for appropriate storage. Checking "in case" medications are in date
  - Administering medication and liaising with the Health Centre, School Nurses and parents as appropriate.
  - Managing the input, maintenance and retrieval of all medical data in respect of pupils and staff at the Academy, ensuring that confidential information is held securely.

### **The Role of the School Nurse/Health Visitor**

St. Andrews Church School has access to a School Nurse/ health Visitor. The school nurse/Health Visitor will notify the school when a child has been identified as having a medical condition which requires support in school. They will also help the school in implementing the child's individual Health Care Plan.

### **The Role of other GPs and Paediatricians**

GPs and paediatricians will notify the school nurse when a child has an identified medical condition.

### **The Role of Parents**

Parents will provide the school with up-to-date information about their child's medical needs. They will also be involved in the review of the child's Health Care Plan.

### **The Role of Pupils**

Where appropriate, children with medical conditions may be able to provide information about how their condition affects them.

### **Transition Arrangements**

If a child is due to start school or leave for another school, a transition meeting will be held to ensure a smooth transition from one setting to another as appropriate.

### **Individual Health Care Plans**

The Local Governing Body will ensure that the Headteacher is responsible for the development of Individual Health Care Plans (see Appendix A). The plans provide clarity about what has to be done, when and by whom. It is the responsibility of the school, healthcare professionals and parents to agree if a health care plan would be appropriate. If a consensus cannot be reached it is the Headteacher who will take the final view.

Health Care plans will be reviewed in consultation with the Headteacher, parents and the health care professional involved. The Local Governing Body must ensure that plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed.

### **Staff Training and Support**

Any member of school staff providing support to a child with medical needs should have received suitable training. This will be the responsibility of the Headteacher to liaise with Health Care professionals to ensure that training is appropriate and available. This will be identified during the development or review of individual healthcare plans.

The Headteacher will make arrangements for 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 this policy. Induction arrangements for new staff should be included. Health Care professionals 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 Child's Role in Managing Their Own Medical Needs**

Where appropriate, arrangements should be made for children who are competent to manage their own health needs and medicines. After discussion with parents, children who are competent should be encouraged to take responsibility for managing their own medicines and procedures. This should be reflected within individual healthcare plans.

## **Managing Medicines on School Premises**

Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

Children at St. Andrews Church School will not be given prescription or non-prescription medicines without their parent's written consent (Appendix B).

A child should never be given medicine containing aspirin unless prescribed by a doctor. Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents should be informed.

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

We will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The School will only administer medicines which are prescribed to be taken four times a day or when the prescription specifically states it should be taken at a particular time in the school day.

All medicines are stored safely. Children should know where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available and not locked away.

Staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines should do so in accordance with the prescriber's instructions. The Local Governing Body will ensure that the school keeps a record of all medicines administered to individual children (Appendix C), stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school will be noted.

When no longer required, medicines should be returned to the parent to arrange for safe disposal.

## **Emergency Procedures**

Where a child has an individual healthcare plan, this will clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of emergency symptoms and procedures (Appendix D). Other pupils in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed.

If a child needs to be taken to hospital, staff should stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance.

## **Day Trips, Residential Visits and Sporting Activities**

The Local Governing Body will ensure that the school's arrangements are clear and unambiguous about the need to support actively pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so. Teachers should be aware of how a child's medical condition will impact on their participation, but there should be enough flexibility for all children to participate according to their own abilities and with any reasonable adjustments. The school will make arrangements for the inclusion of pupils in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible.

The school will consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. Risk assessments are carried out so that planning arrangements take account of any steps needed to ensure that children with medical conditions are included. This will require consultation with parents and children and advice from the relevant healthcare professional to ensure that the child can participate safely.

## **Unacceptable Practice**

The Local Governing Body recognises that although staff should use their discretion and judge each case on its merits with reference to the child's individual healthcare plan, it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or ignore medical evidence or opinion;

- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- if the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- penalise children for their attendance record if their absences are related to their medical condition eg hospital appointments;
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs;
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, eg by requiring parents to accompany the child.

### **Monitoring and Review**

This policy will be reviewed at any time on request from the governors, or at least once every three years.

Policy Agreed: February 2020

To be reviewed: February 2023

**Appendix A: Parental Request for the School to Administer Medication**

**Appendix B: Record of Medicine Administered to an Individual Child**

**Appendix C: Contacting Emergency Services**

## Appendix A: Parental Request for the School to Administer Medication

### Parental agreement for school/setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that staff can administer medicine.

Name of school/setting

Name of child

Date of birth  /  /

Group/class/form

Medical condition or illness

#### Medicine

Name/type of medicine  
*(as described on the container)*

Date dispensed  /  /

Expiry date  /  /

Agreed review date to be initiated by *[name of member of staff]*

Dosage and method

Timing

Special precautions

Are there any side effects that the school/setting needs to know about?

Self administration  Yes/No *(delete as appropriate)*

Procedures to take in an emergency

#### Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to *[agreed member of staff]*

I accept that this is a service that the school/setting is not obliged to undertake.

I understand that I must notify the school/setting of any changes in writing.

Date  Signature(s)

## Appendix B : Record of Medicine Administered to an Individual Child

### Record of medicine administered to an individual child

Name of school/setting

Name of child

Date medicine provided by parent  /  /

Group/class/form

Quantity received

Name and strength of medicine

Expiry date  /  /

Quantity returned

Dose and frequency of medicine

Staff signature \_\_\_\_\_

Signature of parent \_\_\_\_\_

Date  /  /

Time given

Dose given

Name of member of staff

Staff initials

Date  /  /

Time given

Dose given

Name of member of staff

Staff initials

## Appendix C: Contacting Emergency Services

### Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information. **Speak clearly and be ready to repeat information if asked.**

1. Your telephone number                    01225 310 135
2. Give your location                         St Andrew's Primary School, Northampton Street, Bath, BA1 2SN
3. State that the postcode is                BA1 2SN
4. Give exact location if the school     The school is on the corner or Northampton Street & Julian Road opposite the green
5. Give your name
6. Give the name of child and a brief description of child's symptoms

They will also read through a series of questions about the patient which you will need to answer

7. Inform Ambulance Control of where the crew will be met and taken to

It is best for a member of staff to wait on the corner of Northampton St/Julian Rd to meet crew and guide them into the school via the ramp and to where the patient is located