

Broadbent Fold Primary School and Nursery



Policy: Supporting Children with Medical Conditions Policy

The policy will be reviewed every 12 months

Approved by Governors: July 2017

Review Date: July 2018

Policy Statement

Broadbent Fold Primary School and Nursery is an inclusive community that welcomes and supports children with medical conditions.

We aim to provide all children with any medical condition the same opportunities as others at the school. Pupils are supported to enable them to have full access to education including school trips and Physical Education. Children with medical conditions are encouraged to take control of their condition and feel confident in the support they receive from the school to help them. We aim to ensure parents/carers of children with medical conditions feel secure in the care their children receive at the school.

We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic wellbeing.

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 serious and potentially life threatening, particularly if poorly managed or misunderstood.

The school understands the importance of medication and care being taken as directed by healthcare professionals and parents.

All staff understand the medical conditions that affect children at the school. Appropriate staff receive training on the impact medical conditions can have on children.

The Senior Leadership Team are responsible for the medical conditions policy and its implementation.

Policy Framework

1. The school is an inclusive community that supports and welcomes children with medical conditions.

- The school is welcoming and supportive of children 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 children. No child will be denied admission or prevented from taking up a place in the school because arrangements for their medical condition have not been made.

- The school will listen to the views of children and parents.

- Children and parents feel confident in the care they receive from the school and the level of that care meets their needs.

- Staff have an understanding of the medical conditions of children at the school and that they may be serious, adversely affecting 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 (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 is anticipatory.

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

All school staff, including temporary or supply staff, are aware of the medical conditions at the school and understand their duty of care to children in an emergency.

- Medical Codes

In School we have children who have one or more of the following 4 medical conditions:

M1 Anaphylaxis (Allergies)

M2 Asthma

M3 Diabetes

M4 Epilepsy

Each of these 4 medical conditions may present with complications which could become potentially life threatening if not dealt with correctly.

3. All staff understand and are trained in the school's general emergency procedures.

- All staff, trained in first aid know what action to take in an emergency and receive updates at least yearly.
- If a child needs to attend hospital, a member of staff (preferably known to the children) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. They will not take children to hospital in their own car.

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

- The school will make sure that there are several members of staff who have been trained to administer the medication and meet the care needs of an individual child. The school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. The school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- The school will not give medication (prescription) to a child under 11 without a parent's written consent. Non – prescription medication will not be administered by staff, parents are able to come to school and administer the medication.
- The school will ensure that a trained member of staff is available to accompany a child with a medical condition on an off-site visit, including overnight stays.
- Parents at the school understand that they should let the school know immediately if their child's needs change.
- If a child misuses their medication, or anyone else's, their parent is informed as soon as possible and the school's disciplinary procedures are followed.

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

- The school will ensure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities.

Staff at the school can administer a controlled drug to a child once they have had specialist training.

- The school will make sure that medication is stored safely, and that children with medical conditions know where it is at all times for ease of access.
- The school will store medication that is in date and labelled in its 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 a 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 any child needs medication administered by injection the school will provide a Sharps box and will dispose of needles and other sharps in line with local policies. Sharps boxes will be kept securely at school and will accompany a child on off-site visits. They will be collected and disposed of in line with local authority procedures.
- Parents at the school are asked if their child has any medical conditions on the Home Contact Details form.

- The school makes sure that children's confidentiality is protected.
- The school seeks permission from parents before sharing any medical information with any other party.
- The school meets with the child (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.
- The school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
- The school makes sure that all staff providing support to a child have received suitable training and ongoing support, to make sure that they have confidence to provide the necessary support. 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 the school keeps an up-to-date record of all training undertaken and by whom.

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

- The school is committed to providing a physical environment accessible to children with medical conditions and children are consulted to ensure the accessibility. The school is also committed to an accessible physical environment for out-of-school activities.
- The school makes sure the needs of children with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- All staff are aware of the potential social problems that children with medical conditions may experience and use the knowledge, alongside the school's bullying policy, to help prevent and deal with any problems.
- The school understands the importance of all children 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 children. This includes out-of-school clubs and team sports.
- The school understands that all staff are aware that children should not be forced to take part in activities if they are unwell. They should also be aware of children who have been advised to avoid/take special precautions during activity, and the potential triggers for a children's medical condition when exercising and how to minimise these.
- The school makes sure that children have the appropriate medication/ equipment/food with them during physical activity.
- The school makes sure that children 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 child medical condition. The school will not fine parents/carers of children whose attendance is affected by their medical condition.
- The school will refer children with medical conditions who are finding it difficult to keep up educationally to the SENCO, Special Educational Needs Advisor who will liaise with the children (where appropriate), parent and the children's healthcare professional.

- Tameside MBC has a duty to arrange full time education (or as much as the child's health condition allows) for children of compulsory school age who, because of illness would not otherwise receive suitable education.
- Once notified by schools that a child will be absent for 15 days or more, the local authority will work alongside schools & a health professional to ensure that suitable education is available. This will be achieved by allocating an Education Welfare Officer (EWO) to work with schools to monitor Individual Health Care Plans (IHCP) and if appropriate, as outlined below escalate to the multi-agency case management panel.
- The local authority, by way of a case management panel, will assess the needs of pupils that cannot attend school and provide alternative provision on an individual needs basis.

Definitions of Medical Conditions:

Pupils' medical needs may be broadly summarised as being of two types:

- Short-term affecting their participation in school activities because they are on a course of medication.
- Long-term potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

Role of Health

Every school has access to school nursing services. They are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they should do this before the child starts at the school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs – for example there are good models of local specialist nursing teams offering training to local school staff, hosted by a local school. Community nursing teams will also be a valuable potential resource for a school seeking advice and support in relation to children with a medical condition.

- Children at the school learn what to do in an emergency.
 - The school will ensure a risk assessment is carried out before any out-of-school visit. The needs of children with medical conditions are considered during the process and plans will be put in place for any additional medication, equipment or support that may be required.
- 7.** The school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency.
- The school is committed to identifying and reducing triggers both at school and on out-of-school visits.
 - The appropriate school staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers.
 - The school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

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

- The school works in partnership with all relevant parties including the children (where appropriate), parent, school's governing body, all school staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

School will notify the local authority when a pupil is absent for a period of 15 days. However, the pupil **must** remain on the school roll. The named person should liaise with the local authority and continue to review the IHCP.

School remain responsible for all agreed examination entries.

Schools remain responsible for convening Annual Review meetings for those pupils who have an Educational Health Care Plan (EHCP);

Responsibilities of the local authority

The LA will provide:

- A contact e-mail for all initial enquire to be sent. medicalenquiries@tameside.gcsx.gov.uk
- A referral and tracking process of pupils who are absent from school for a period of 15 days, where the absence is caused by a medical condition.
- Support to school staff in monitoring & challenging pupil absence.
- Escalation to case management panel to ensure the pupil is receiving a suitable education in line with the law.
- When agreed by the case management panel, alternative provision and transport to any base other than the pupil's main base may be considered.
- Re-integration process that focuses on the child's physical & emotional health and education needs.

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

- In evaluating the policy, the school seeks feedback from children, 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 children 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.