MEDICAL CONDITIONS IN SCHOOLS POLICY

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Author:	L Lavender
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Policy statement

Veritas Multi Academy Trust is an inclusive community that welcomes and supports pupils with medical conditions. We provide all pupils with any medical condition the same opportunities as others at school.

We will help to ensure
they can:

- Be healthy
- Stay safe
- Acieve
- Make a positive contribution to school life
- Uphold the school and trust's values

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.

This school understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood. It will not be assumed that every child with the same condition requires the same treatment.

This 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 pupils at this school. Staff 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 conditions.

1. Schools within our trust are an inclusive community that supports and welcomes pupils with medical conditions

- Schools within the trust are 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.

- Schools will listen to the views of pupils and parents.
- Pupils and parents feel confident in the care they receive from schools 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 trust and local health community understand and support the medical conditions policy.

- Schools understands that all children with the same medical condition will not have the same needs.
- Schools recognise 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 trust's medical conditions policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings.
- Stakeholders should include pupils(where relevant), parents, school staff, governors, the school employer and relevant health services.

3. The medical conditions policy is supported by a clear communication plan for staff, parents* and other key stakeholders to ensure its full implementation.
- Pupils, parents, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels.

4. All staff understand and are trained in what to do in an emergency for children with medical conditions at this school.
- All school staff, including temporary or supply staff, are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency under their supervision.
- All staff receive training for relevant specific medical conditions in what to do in an emergency and this is refreshed at least once a year.
- All children with a medical condition at this school have an individual healthcare plan (IHP), which explains what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.

5. All staff understand and are trained in the trust and school's general emergency procedures.
- All staff, including temporary or supply staff, know what action to take in an emergency and receive updates at least yearly relating to the school's general emergency procedures under their supervision.
- If a pupil needs to attend hospital, a member of staff (preferably know to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. They can take pupils to hospital in their own car, if insured to do so, accompanied by another staff member in an emergency and parents cannot be contacted.

6. Schools have clear guidance on providing care and support and administering medication at school.
- This trust understands the importance of medication being taken and care received as detailed in the pupil's IHP.
- This trust 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. Procedures are in place for specific medical conditions i.e. asthma, diabetes, haemophilia. This includes escort staff for home to school transport if necessary. This school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. This school's governing body / Trust Board has made sure that there is

the appropriate level of insurance and liability cover in place.

- This trust will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances. (See Appendix A)
- The trust will not make changes to dosages on verbal parental instructions unless the approval of the Principal has been sought.
- When administering medication, for example pain relief, this school will check the maximum dosage and when the previous dose was given. Parents will be informed. This school will not give a pupil under 16 aspirin unless prescribed by the doctor.
- This trust will make sure that 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 Behaviour for Learning sanctions are followed.
- If the pupil refuses to take their medication, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. In this situation the medication record should note the refusal and the parental contact made. If the refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

7. Schools within the trust have clear guidance on the storage of medication and equipment at school

- This school makes sure that 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, and staff have access to any locked away medication.
- Staff should know exactly where to access it.
- The school will keep controlled drugs stored securely, but accessibly. Staff at this school can administer a controlled drug to a pupil once they have had specialist training.
- This school will make sure that all medication is stored safely, and that pupils with medical conditions know where they are at all times and have access to them immediately.
- This school will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The school will not accept items of medication in unlabelled containers. 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.
- First Aid kits are stored in:

  - o FA room
  - o The Cabin
  - o The Pavilion
  - o The Bistro
  - o Minibuses

8. Schools within the trust have clear guidance about record keeping

- Parents are asked if their child has any medical conditions on the enrolment form.
- The school uses IHP to record the support an individual pupil needs around their medical condition. The IHP is developed with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.
- The school has a centralised register of IHPs, and the school's FLO and Inclusion Support have the responsibility for this register.
- IHPs are regularly reviewed, at least every year or whenever the pupil's needs change.
- Parents and where relevant, outside agencies hold a copy of the IHP. Other school staff are made aware of and have
access to the IHP for the pupils in their care.
- The school makes sure that the pupil's confidentiality is protected.
- The school seeks permission from parents before sharing any medical information with any

other party.

- The school meets with the pupil (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. This is recorded in the pupil's IHP which accompanies them on the visit.
- 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 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 IHP. 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 this school keeps an up-to-date record of all training undertaken and by whom.
- Records are kept of all children attending the First Aid room. Information includes- date, time, name, class, reason/treatment & signature of the First Aider.
- First aid bags for trips – should there be a need for first aid, this is recorded in the first aid record book sent on the trip in each bag.

9. Schools within the trust ensure 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.

- The school is committed to providing a physical environment accessible to pupils with medical conditions. This school is also committed to an accessible physical environment for out-of-school activities.
- The school makes sure the needs of pupils 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 pupils with medical conditions may experience and use this knowledge, alongside the school's Anti-Bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- The 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.
- The 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.
- The school makes sure that pupils have the appropriate medication/equipment/food with them during physical activity.
- The 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.
- The school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCO/ALNCO/Special Educational Needs Advisor who will liaise with the pupils (where appropriate), parent and the pupil's healthcare professional.
- Pupils at this school learn what to do in an emergency by clearly understanding how to inform an adult of the need for first aid or medical support. In addition all children know where the medical room is and how to seek support during class or break times.
- The 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. Schools within the trust are 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.

- The school is committed to identifying and reducing triggers both at school and on out-of-school visits.
- School staff have been given training and written information on medical conditions which includes avoiding/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 IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.
- The 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

- The school works in partnership with all relevant parties including the pupil (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.

Parent or healthcare professional informs school that child has been newly diagnosed, or is due to attend new school, or is due to return to school after a long term absence, or that needs have changed.

Principal or Member of school staff to who this has been delegated, co-ordinates meeting to discuss child's medical support needs; and identifies member of school staff who will provide support to pupil.

Meeting to discuss and agree on need for IHP to include key school staff, child, parent, relevant healthcare professional and other medical/health clinician as appropriate (or to consider written evidence provided by them).

Develop IHP in partnership – agree who leads on writing it. Input from healthcare professionals must be requested.

School staff training needs identified.

Healthcare professional commissions/delivers training and staff signed-off as competent – review date agreed.

IHP implemented and circulated to all relevant staff , including supply staff.

IHP reviewed annually or when condition changes. Parent or healthcare professional to initiate.

Calling 112 / 999 – for emergency assistance

Please ensure mobile is available and given to the staff member / child so that they can speak direct to the Ambulance Service.

If the situation requires 2 people to attend the patient, a member of staff trained in First Aid should cover the First Aid room.

Inform a member of Senior Leadership Team of incident

- **Who is unwell / injured**
- **Where they are**
- **If necessary contact parent / carer or next of kin to inform them of what has happened and what action has been taken.**

When you call 112 / 999, an operator will ask you which emergency service you need.

In a medical emergency, ask for the ambulance service and you will be put through to one of the call-takers.

You will need to have the following information available when you call 112 / 999:

- The location where you are, including the postcode
- The phone number you are calling from
- Exactly what has happened?

We need;

- The exact location of the accident or the illness (playground, hall etc.)
- Exactly what's happened to the patient or what's wrong with them
- An exact age, gender and any medical history (if known)
- If they are conscious
- If they are breathing.

As soon as the Ambulance Service knows where you are we will start arranging help for you. The information will allow us to arrange the right amount of help for you and the patient.

You will also be asked to give some extra information, including:

- Whether the patient is awake/ conscious, breathing and if there is any serious bleeding or chest pain
- Details of the injury and how it happened
- Is the patient in pain and at what level?

Answering these questions will not delay the ambulance services, but it will help them give you important first aid advice while they are on their way.

If an ambulance has been called:

- Inform Site Manager / SLT so that they are aware and are available to meet the ambulance crew and open gates if necessary

Looking after the patient before help arrives

If you have called 112 / 999 for an ambulance and help is being arranged, there are four things you can do to help the patient until they arrive,

- Make sure you keep calm
- Follow the instructions given by the operator
- Have somebody outside to meet the ambulance crew
- If the patient's condition changes in any way, call back immediately for further instructions.

Appendix 1

Veritas Multi Academy Trust

Request for School to Administer Medication

The school will not give your child medicine unless you complete and sign this form and the Principal has agreed that school staff can administer the medicine.

Pupil's name _____**Class** _____

Address _____

_____

Condition or illness _____

Medication

Name and type of medication _____

Date dispensed _____ **Expiry date** _____**Dispensed by** _____

Please ensure the medication is in its original packaging displaying pupil's name and prescribing doctor.

For how long will your child take this medication? _____

FULL directions for use:

Dosage and method _____

_____

Timings _____**Self-administration** **YES/NO**

Special precautions _____

Side effects _____

Procedures to take in an emergency _____

Contact details

Name _____**Relationship to pupil** _____

Address if different from above _____

_____ **Tel:** _____

I understand that I must deliver the medicine to the school office and accept this is a service which the school is not obliged to undertake.

Signed _____ **Name** _____ **Date** _____

Authorised to give by Principal _____ **Date** _____

To be completed by a member of staff

Pupil's name _____ Class _____

Medicine received by _____ Date _____

Medication Type	✔
Tablets	
Medicine	
Other (please state)	

To be stored in	✔
First Aid Box (in classroom)	
First Aid cupboard (in First Aid Room)	
Fridge (First Aid Room)	

Dosage given at:

Date/Time _____Amount _____ Given by_____

Date/Time _____Amount _____ Given by_____

Date/Time _____Amount _____ Given by_____

Date/Time _____Amount _____ Given by_____

Date/Time _____Amount _____ Given by_____

Date/Time _____Amount _____ Given by_____

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