



Medical Conditions Policy

DATE RATIFIED BY FULL GOVERNING BODY:

MEMBER of STAFF with RESPONSIBILITY:

REVIEWED:

REVIEW DATE:

Headteacher/Learning Mentor

December 2020

December 2021

Signed: *E J Ambrose*

Chair of Governors

MEDICAL CONDITIONS POLICY FOR Bardsey Primary School

Introduction

Bardsey Primary School recognises that duties in the Children and Families Act 2014 and the Equality Act 2010 relate to children with disability or medical conditions.

Whilst the duties on governing bodies have not substantially changed as a result of the Children and Families Act 2014, the extent and scope of the responsibilities of schools to make arrangements to support pupils at school with medical conditions has been clarified. All schools are required to have a policy in place; it should be reviewed regularly and accessible to parents and staff.

This policy is written to support those children with individual medical needs and how their needs can be met at Bardsey Primary School.

Policy Statement

We are an inclusive community that welcomes and supports children and young people with medical conditions. We provide all children and young people with medical conditions the same opportunities as others at school.

We will help to ensure they:

- Are safe from harm
- Do well at all levels of learning and have the skills for life
- Choose healthy lifestyles
- Have fun growing up
- Are active citizens who feel they have voice & influence

We understand that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood. We also understand the importance of medication being given as directed by healthcare professionals and parents.

All relevant staff understand the medical conditions that affect pupils at our school. We also make sure all our staff understand their duty of care to children and young people in the event of them requiring medical intervention.

This medical condition policy has been written by Mrs G Paraskos; all school staff are committed to its implementation.

The medical conditions policy is reviewed evaluated and updated annually.

Policy Framework

The policy framework describes the essential criteria for how we meet the needs of children and young people with long-term conditions, including diabetes and asthma. No child or young person will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.

We will 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.

Staff receive training on the impact medical conditions can have on pupils to be safe, welcoming, and supportive of pupils with medical conditions. We will strive to provide children and young people with medical conditions the same opportunities and access to activities, both on and off site, as other pupils. We consider what reasonable adjustment we need to make to enable children with medical needs to participate fully and safely on visits. We carry out risk assessments so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included.

We understand that children with the same medical condition will not necessarily have the same needs. Our staff understand their duty of care to children and young people with medical conditions and know what to do in the event of an emergency.

This school takes responsibility for ensuring that there are named staff with explicit responsibility for administering medication and providing care. All staff, whether explicitly responsible for providing care or not, have received suitable training and have access to ongoing support.

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.

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

Our School

Bardsey Primary School is an inclusive community that supports and welcomes pupils with medical conditions. We aim to provide children with medical conditions 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. .

Pupils and parents feel confident in the care they receive here at Bardsey we listen to the views of both pupils and parents and endeavour to provide a level of care that meets their needs.

Our staff understand the medical conditions of individuals in our school and that they may be serious, adversely affect a child's quality of life or impact on their ability to learn. Bardsey understands that all children with the same medical condition will not have the same needs and staff are aware of their duty of care and know what to do in the event of an emergency.

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 and are anticipatory.

Health Care Plans

All children with a medical condition should have an individual healthcare plan (IHP). This plan details exactly what care a child needs in school, when they need it and who is going to give it. It should also include information on the impact any health condition may have on a child's learning, behaviour or classroom performance. This should be drawn up with input from the child (if appropriate) their parent/carer, relevant school staff and healthcare professionals, ideally a specialist if the child has one.

Bardsey staff understand this 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 made aware of any medical conditions at this school and understand their duty of care to pupils in an emergency.

A child's IHP is easily accessible to all staff and will, explain what help is need in an emergency. Parental permission is sought and recorded in the IHP for the of this information and the IHP will accompany a pupil should they need to attend hospital.

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

All staff, including temporary or supply staff, know what action to take in an emergency.

If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car.

School have a clear guidance on providing care and support and administering medication at school. See appendix 1

Bardsey understands the importance of medication being taken and care received as detailed in the pupil's IHP and we will make sure that there is more than one member of staff trained to administer the medication and meet the care needs of an individual child. Parents should let the school know immediately if their child's IHP needs to be changed or updated.

Storage of medication and equipment

Bardsey has clear guidance on the storage and equipment at school. We 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.

We will make sure that all medication is stored safely, and that pupils with medical conditions know whom to go to in an emergency.

Bardsey 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.

This school disposes of needles and other medicines in line with local policies.

Record keeping

Parents at Bardsey are asked if their child has any medical conditions on their initial enrolment form.

This school uses an IHP to record the support an individual pupil needs around their medical condition. This record is developed with the pupil (where appropriate), the parent, school staff, specialist professional (where appropriate) and relevant healthcare services.

School will keep an accurate record of all medication administered, including the dose, time, date and supervising staff (2 members).

Our school has a centralised register of IHPs and all individual IHP's are displayed in each staffroom these are regularly reviewed and updated whenever the pupil's needs change by the identified member of staff with the responsibility for this register.

Confidentiality

Bardsey will make sure that the pupil's confidentiality is protected.

This school seeks permission from parents before sharing any medical information with any other party with exception, to an emergency call (999) the information will be shared with the attending professional.

This school will make sure that all staff providing support to a pupil and other relevant teams 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 will keep an up-to date record of all training undertaken and by whom.

Inclusion

Bardsey will 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.

We understand the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activities and make sure they are accessible to all pupils. This includes out-of-school clubs and team sports.

Bardsey are committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. Our school is also committed to an accessible physical environment for out-of-school activities and will make 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.

Our school understands that pupils should not be forced to take part in activities if they are unwell. Staff will be made aware of individual pupils IH Plans and be aware of individuals advised to avoid/take special precautions during activities, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.

Staff will make sure that pupils have the appropriate medication/equipment/food with them during a physical activity. They will make 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.

Pupils with medical conditions who are finding it difficult to keep up educationally will be referred to our SEN Team who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.

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. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.

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. Bardsey will not penalise pupils for their attendance if their absences relate to their medical condition.

Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), this school will work with the local authority and education provider to ensure that the child receives the support they need to reintegrate effectively.

Out-of-School Visits/Trips.

Bardsey will meet with the 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. This is recorded in the pupil's IHP which accompanies them on the visit. A risk assessment will be carried out before the out-of-school visit and the needs of the pupil with a medical condition will be considered during this process and plans will be put in place for any additional medication, equipment or support that is required.

Staff are committed to identifying and reducing triggers both at school and on out-of-school visits. Individual IHP's detail the pupil's triggers and advises how to make sure the pupil remains safe throughout the whole school day and an individual risk assessments will be carried out where required and shared with the school staff.

School staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers.

Evaluating and updating

Regular reviews of all medical emergencies and incidents will show how if any, incidents could have been avoided, and changes school policy according to these reviews.

In evaluating the policy, this school seeks feedback from key stakeholders including pupils, 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 pupils with medical conditions are central to the evaluation process.

All members of our school know their roles and responsibilities in maintaining and implementing an effective medical conditions policy and we work in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing body, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

Chair of Governing Body Mrs J Ambrose

Headteacher Mr M Knight

Dated December 2020

Addendum

Guidance for Parents and Staff on administering medication in school December 2020

This school policy is to try to accommodate requests from parents to administer prescribed medication where this is necessary for the child to be educated at school. It also recognises that asthma and extreme allergic reactions to certain foods or insect bites are important conditions affecting certain people. Pupils and staff with these conditions are welcome in school and are encouraged to take full part in all activities.

To this end the following procedures must be followed to ensure that all concerned, staff, parents, pupils and where relevant, health professionals are aware of the pupil's condition and what steps have been agreed to manage the condition or are in place should an emergency arise.

Prescribed medication

The school will only administer medication that has been prescribed 4 or more times a day and a 'Parental request to administer medication form' has been completed by the parent/guardian of the pupil.

This form is to be collected by the parent and returned to the School Office.

No medications will be given unless this form is completed.

Medication must be in the original packaging, clearly labelled with the prescriber's instructions for administration, as well as the child's name and class.

Administration of the medicine will be recorded on an individual basis.

All medicines are to be kept in a locked room. It is the responsibility of the parent/carer to ensure that all medication is in date and in school.

Medication prescribed less than 4 times a day will **not** be administered at school as it can be administered in the time the child is at home.

The medication **must** be provided in the original container and include the prescriber's instructions for administration.

Medication brought into school **must** be clearly marked with the child's name and the recommended dosage and handed in at the school office.

Medication should also be clearly labelled with instructions as to how the medicine needs to be stored. *e.g., needing refrigeration.*

The medication must be kept secure whilst on school premises, **no** medicines are to be kept in classroom or left unattended at the reception counter.

In the case of a child being on a school trip or on residential, additional medical arrangements/forms will need to be completed, the medication marked as above and handed to the person responsible for medical needs - usually the class teacher.

Asthma and Extreme Allergies

The school requests that parents provide a detailed picture of the exact nature of the child's condition and details of the treatment the child should receive if their condition was to deteriorate whilst in school or on a school trip.

A record of all children suffering from these conditions is displayed in each staffroom a master copy is kept in the main school office should a copy need to be handed in an emergency and any incidents relating to their conditions that take place while in school should be recorded.

Class teachers should be informed in detail of the child's condition and should know what to do if the child suffered an attack. Our staff are trained on Asthma and Anaphylactic Shock (EpiPen Training) and what to do if a child or adult suffers an attack.

A risk assessment may need to be carried out when a child may be in particular danger from a serious attack and an individual health care plan may need to be drawn up with the support of parents.

It may be necessary for a member of staff to undergo specialist training in order to safeguard the health of a particular pupil. It is the Head Teacher's responsibility to arrange such training for the member of staff.

The school is to ensure that pupils suffering from asthma have easy access to their inhaler at all times. These are kept in clearly labelled Asthma boxes in each classroom. Children suffering from asthma will have the opportunity to use their medication before exercise and their inhaler should be kept near to them whilst exercising if stated on their Individual Health Care Plan.

EpiPen's and allergies

EpiPen's are to be kept in the locked school staffrooms. Each child has their own plastic tub with their name and photo on the outside, medication on the inside along with instructions on administering EpiPen and the child's individual care plan. In the

event of anyone having an attack an ambulance will be called immediately quoting that it is an anaphylactic emergency.

On all school trips pupils suffering from asthma must take their inhalers with them. Pupils who are known to be at risk from severe allergic reactions must make this known to the organiser and arrange for their medication to be kept by the trip leader.

Potential asthma triggers – pollen and spores, animals, certain glues and paints, cigarette smoke, cold or flu, sudden changes in temperature, exercise and emotional upset.

Potential triggers for extreme allergic reaction (anaphylactic shock) – nuts and nut containing products, insect bites and stings.

Record keeping

When any medication is administered in school, the parent's consent form is signed by the administrator together with the time the medication was given.

When the period of administering the medication is finished, the forms are sent to the School Office and filed in the individual pupil's files.

The Headteacher gives permission to any adult member of staff to administer medicines as long as they have seen and read the parent consent form and adhere to all instructions given. Students and volunteers are not granted permission to administer any medication.

These guidelines have been drawn up using recommendations in the following documents:-

- Supporting pupils at school with medical conditions, DfE 2014;
- Health and Safety Handbook, PG505 Guidance on Medication in Schools, LEA 2011;
- Guidance for safer working practice for those working with children and young people in education settings, DfE 2019.

In the case of an emergency, the school will dial 999.

It is the responsibility of the parent / carer to ensure that the school is provided with full, written information regarding their child's medical needs.

Chair of Governing Body Mrs J Ambrose

Headteacher Mr M Knight

Dated December 2020

Appendix (Supporting Templates)

Updated in line with Supporting pupils at school with medical conditions December 2015 (DFE Statutory Guidance)



Templates

Supporting pupils with medical conditions

May 2014

Contents

<u>Introduction</u>	14
<u>Template A: individual healthcare plan</u>	15
<u>Template B: parental agreement for setting to administer medicine</u>	17
<u>Template C: record of medicine administered to an individual child</u>	18
<u>Template D: record of medicine administered to all children</u>	20
<u>Template E: staff training record – administration of medicines</u>	21
<u>Template F: contacting emergency services</u>	22
<u>Template G: model letter inviting parents to contribute to individual healthcare plan development</u>	23

Introduction

In response to requests from stakeholders during discussions about the development of the statutory guidance for supporting pupils with medical conditions, we have prepared the following templates. They are provided as an aid to schools and their use is entirely voluntary. Schools are free to adapt them as they wish to meet local needs, to design their own templates or to use templates from another source.

Template A: individual healthcare plan

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)?

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Template B: parental agreement for 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 the staff can administer medicine.

Date for review to be initiated by

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)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

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

Self-administration – y/n

Procedures to take in an emergency

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to

[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

Template C: 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			

C: Record of medicine administered to an individual child (Continued)

Date

Time given

Dose given

Name of member of
staff

Staff initials

Date

Time given

Dose given

Name of member of
staff

Staff initials

Date

Time given

Dose given

Name of member of
staff

Staff initials

Date

Time given

Dose given

Name of member of
staff

Staff initials

Template D: record of medicine administered to all children

Name of school/setting

--

[illegible]

Template E: staff training record – administration of medicines

Name of school/setting	
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____

Template F: contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. your telephone number
2. your name
3. your location as follows [insert school/setting address]
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone

Template G: model letter inviting parents to contribute to individual healthcare plan development

Dear Parent

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely



Department
for Education

© Crown copyright 2014

You may re-use this document/publication (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence v2.0. Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

To view this licence:

visit www.nationalarchives.gov.uk/doc/open-government-licence/version/2

email psi@nationalarchives.gsi.gov.uk

About this publication:

enquiries www.education.gov.uk/contactus

download www.gov.uk/government/publications

Reference: [000-000-000]



Follow us on Twitter:
[@educationgovuk](https://twitter.com/educationgovuk)



Like us on Facebook:
facebook.com/educationgovuk