

Greasby Infant School



MEDICAL CONDITIONS POLICY

Mission Statement

We aim to provide a happy, relaxed environment where children are encouraged and supported to achieve their full potential, and to develop an attitude of care and responsibility towards others and their surroundings.

We ensure that the children in this school will attain the highest standards of which they are capable. We encourage the children to be independent and self-confident and we believe that this can be achieved more readily when teachers, parents and pupils work together in partnership.

Introduction

Greasby Infant School is an inclusive community that places the highest importance on the care, safety, well-being and health of its pupils and staff especially those with known medical conditions. This policy had been written to give clear guidelines about the appropriate action to be taken where a pupil is admitted to school with an identified medical condition or when any child or adult is unwell or has an accident. It takes into account the DfE guidance 'Supporting Pupils with Medical Conditions' Sept 2014.

We aim to provide pupils with all medical conditions the same opportunities as others at school.

Aims

Greasby Infant School aims to:

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.

Ensure that good, effective and appropriate care is provided when a child is admitted to school with an identified medical condition or when any child or adult is unwell or has an accident in school or on a school occasion.

Ensure that the DfE guidance 'Supporting pupils with medical conditions' (Sept 2014) is known understood and followed and to ensure that appropriate training is provided for all staff and particularly for those with the care of pupils with medical conditions in line with DfE guidance (Sept 2014).

Objectives

- All staff understand their duty of care to children and young people in the event of an emergency and feel confident to respond to pupil needs.
- To recognise that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- Staff understand the importance of medication being taken as prescribed and all staff are

aware of the common medical conditions that affect children at this school.

- All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school.
- To ensure that all medical records are regularly updated and that there is clear guidance on the administration and storage of medication at school.
- To be aware of the common triggers that can make common medical conditions worse or can bring on an emergency, and actively working towards reducing or eliminating these health and safety risks.
- Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.

Legislation and Guidance

Local authorities, schools and governing bodies are responsible for the health and safety of pupils in their care. Areas of legislation that directly affect a medical conditions policy are described in more detail in *Managing Medicines in Schools and Early Years Settings* (DCFS 2004). The main pieces of legislation are the Disability Discrimination Act 1995 (DDA), amended by the Special Educational Needs and Disability Act 2001 (SENDA) and the Special Educational Needs and Disability Act 2005. These acts make it unlawful for service providers, including schools, to discriminate against disabled people. Other relevant legislation includes the Education Act 1996, the Care Standards Act 2000, the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Medicines Act 1968.

From October 2010, the Equality Act replaced most of the Disability Discrimination Act 1995 (DDA), however the Disability Equality Duty in the DDA continues to apply. The Equality Act 2010 is the law which bans unfair treatment and helps achieve equal opportunities in the workplace and in wider society. The Equality Act together with the Special Educational Needs and Disability Acts (2001 and 2005) recognize that many pupils with medical conditions are protected by the DDA and SENDA, even if they don't think of themselves as 'disabled'. The Commission for Equality and Human Rights (CEHR) (previously the Disability Rights Commission) outlines schools' responsibilities which include:

- Not treating any pupil less favourably in any school activities without material and sustainable justification
- Making reasonable adjustments that cover all activities – this must take into consideration factors such as financial constraints, health and safety requirements and the interests of other pupils.
- To promote disability equality in line with the guidance provided by the DfE and Centre for Equality and Human Rights through the Disability Equality Scheme.

The Organisation of the Medical Conditions Policy

This school supports and welcomes pupils with medical conditions, providing them with the same opportunities as others at the school. Pupils with medical conditions are encouraged to take control of their condition and to feel confident in the support they receive from the school in order to be able to do this. Parents of pupils with medical conditions are encouraged to discuss their concerns in order to feel secure in the care their children receive at this school.

The school ensures all staff understand their duty of care to children in the event of an emergency and receive regular updates to ensure that they are confident to manage a range of medical conditions. Information related to specific conditions and how to support pupils with these conditions can be found in the Medical Conditions File, which is available to all staff and can be found in the Medical Room. Individual staff are trained to support children with specific conditions and take responsibility for ensuring that all staff are aware each pupil's specific needs.

The school has consulted on the development of this medical condition policy with a range of stakeholders within both the school and health settings. These key stakeholders include pupils, parents, staff, governors and the school nurse.

The medical conditions policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation. Pupils are made aware of the medical conditions policy through PSHE lessons, assemblies and through school-wide communication. Parents are informed about the medical conditions policy through the school prospectus and regular communication via newsletters and the school website. School staff are informed and reminded about the medical conditions policy through regular staff meetings and training. Posters related to the treatment of key conditions are also displayed in the medical room and Foundation 2 area. Supply staff and voluntary helpers are made aware of their responsibilities through the appropriate handbooks. Advice is sought from the school nurse when the policy is being reviewed and updated to ensure that it is in line with current policy and practice.

All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school. Staff understand their duty of care to pupils in the event of an emergency and are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.

When a child with a medical condition which requires additional support is given a place at the school, where possible staff are trained before the child begins the school in order to provide support immediately. Discussion with parents and medical professionals is essential to ensure that the condition can be managed effectively. Pupils with specific conditions are identified and information related to them is available in the staffroom and school kitchen. Staff review this information and keep it up to date.

All staff know what action to take in the event of a medical emergency. This includes how to contact emergency services and what information to give, as well as who to contact within the school. If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The school tries to ensure that the staff member will be one the pupil knows.

Administration of Medication

The school has clear guidance on the administration of medication at school and all pupils with medical conditions are encouraged to take responsibility for their condition and have easy access to their medication, supported by school staff.

Greasby Infant School understands the importance of medication being taken as prescribed. All use of medication is defined as a controlled drug, and even if the pupil can administer the medication themselves, it is done under the supervision of a member of staff.

All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so. Many members of staff are happy to take on the voluntary role of administering medication. Medicines such as antibiotics will only be administered in school if the prescription states four times a day.

For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to pupils, but only with the written consent of the pupil's parent. Parents understand that if their child's medication changes or is discontinued, or the dose or administration method changes, it is their responsibility to notify the school immediately. The Office Manager is responsible for maintaining the Medicines Consent File.

All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed. If a trained member of staff, who is usually responsible for administering medication, is not available the school makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.

Storage of Medication

Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities and pupils know exactly where to access their emergency medication. Non-emergency medication is stored in the School Office. The trained first aiders and Office manager check the expiry dates for all medication stored at school on a regular basis. Teachers, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labelled with the pupil's name, dose of the medication and the frequency of dose. Medication is stored in accordance with instructions, paying particular note to temperature. If medication requires refrigeration it is stored in the refrigerator in the technology room, which is inaccessible to pupils. The temperature of the refrigerator is checked on a regular basis. All medication is sent home with pupils at the end of the school year and is not stored during the summer holidays. It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year and parents are asked to collect out-of-date medication.

Record Keeping

Greasby Infant School ensures that all staff protect pupil confidentiality and seeks permission from the parents before sharing any medical information with any other party, such as the school nurse or educational psychologist.

Parents are asked if their child has any health conditions or health issues on the enrolment form, which is filled out on admission to the school. Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms. Pupils data forms are also checked and updated by parents each term at Parent-Teacher meetings.

Where pupils have a specific need or medical condition a Healthcare Plan is used to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required. The Healthcare Plan is completed following detailed discussion with staff, parents and relevant health professionals. The plans are reviewed each year, but updated as appropriate and parents are given a copy of the current Healthcare Plan.

If a pupil has a short-term medical condition that requires medication during school hours, the parents are asked to complete a medication form which is returned to the Office Manager.

Healthcare Plans are kept by class teachers, the SENCO and the Headteacher. All medical information is stored on the office SIMS system and is updated regularly when information about a child's condition changes. When children move schools all medical information is transferred to the receiving school via the SIMS system and through discussion with the new school staff.

The School Environment

Greasby Infant School is committed to providing a physical environment that is accessible to pupils with medical conditions, which may include out-of-school visits. The school understands the importance of all pupils taking part in sports, games and activities and therefore ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school, including extended school activities.

Staff use opportunities such as assemblies and personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment. This school ensures all classroom teachers and sports coaches understand that pupils should not be forced to take part in an activity if they feel unwell, and that all sports, games and other activities should be accessible to all pupils. Staff are aware of the potential triggers for pupils' medical conditions when exercising and how to minimize these triggers.

Greasby Infant School ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided. If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at this school understand that this may be due to their medical condition.

Triggers

Greasby Infant 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 kept up to date about medical conditions and this includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions. The school uses Healthcare Plans to identify individual pupils who are sensitive to particular triggers. Full health and safety risk assessments are carried out on all out-of-school activities before they are approved taking into account the needs of pupils with medical conditions. The school reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to this school's policy and procedures are implemented after each review.

Roles and Responsibilities

Greasby Infant School works in partnership with all interested and relevant parties including the school's governing body, all school staff, parents, community healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully. The following roles and responsibilities are used for the medical conditions policy at this school. These roles are understood and communicated regularly.

The Local Authority has a responsibility to:

- + ensure the health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all pupils).
- + ensure health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions
- + make sure the medical conditions policy is effectively monitored, evaluated and regularly updated

Head teacher has a responsibility to:

- + ensure the school is inclusive and welcoming
- + liaise between interested parties including pupils, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents, governors and the school health service
- + ensure the policy is implemented, monitored and reviewed in line with the school policy timetable
- + ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place
- + ensure pupil confidentiality
- + assess the training and development needs of staff and arrange for them to be met
- + ensure all supply teachers and new staff know the medical conditions policy

All School Staff have a responsibility to:

- + be aware of the school's medical conditions policy, potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency

- + know which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan
- + allow all pupils to have immediate access to their emergency medication
- + maintain effective communication with parents including informing them if their child has been unwell at school
- + be aware of pupils with medical conditions who may be experiencing bullying or need extra social support
- + understand the common medical conditions and the impact it can have on pupils (pupils should not be forced to take part in any activity if they feel unwell)
- + ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- + ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.
 - + ensure pupils who have been unwell catch up on missed school work and liaise with parents, healthcare professionals and the special educational needs coordinator if a child is falling behind with their work because of their condition
- + be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it
- + use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions.

School Nurse has responsibility to:

- + help update the school's medical conditions policy
- + help provide regular training for school staff in managing the most common medical conditions at school
- + provide information about where the school can access other specialist training.

First Aiders have a responsibility to:

- + give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school
- + when necessary ensure that an ambulance or other professional medical help is called.

Special Educational Needs and Disability Coordinator has responsibility to:

- + know which pupils have a medical condition and which have special educational needs because of their condition
- + ensure pupils who have been unwell catch up on missed school work

Local Doctors and Specialist Healthcare Professionals have a responsibility to:

- + complete the pupil's Healthcare Plans provided by parents
- + where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours
- + offer every child or young person (and their parents) a written care/self-management plan to ensure children and young people know how to self manage their condition
- + ensure the child or young person knows how to take their medication effectively
- + ensure children and young people have regular reviews of their condition and their medication
- + provide the school with information and advice regarding individual children and young people with medical conditions (with the consent of the pupil and their parents)

Pupils have a responsibility to:

- + treat other pupils with and without a medical condition equally
- + tell their parents, teacher or nearest staff member when they are not feeling well
- + let a member of staff know if another pupil is feeling unwell
- + treat all medication with respect
- + ensure a member of staff is called in an emergency situation.

Parents/Carers have a responsibility to:

- + tell the school if their child has a medical condition
- + ensure the school has a complete and up-to-date Healthcare Plan for their child
- + inform the school about the medication their child requires during school hours
- + inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- + tell the school about any changes to their child's medication, what they take, when, and how much
- + inform the school of any changes to their child's condition
- + ensure their child's medication and medical devices are labelled with their child's full name
- + provide the school with appropriate spare medication labelled with their child's name
- + ensure that their child's medication is within expiry dates
- + keep their child at home if they are not well enough to attend school
- + ensure their child catches up on any school work they have missed
- + ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- + ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

Resources

The trained first aiders are responsible keeping the medical room stocked and tidy. The Medical Conditions file and associated information is located in the Medical Room. Resources are audited on a regular basis and new items purchased when necessary.

Special Educational Needs

Our school places a strong emphasis on the individuality of every person and the children are encouraged to behave in a positive way to all. Every child is entitled to a broad and relevant curriculum and it is important to cater for children of all abilities. We do this by providing activities which challenge all pupils and at the same time provide them with success at a meaningful level appropriate to the children's ages and differing abilities. All children are treated with respect and are expected to respond in a supportive manner to those who may be "different" through disability or a medical condition.

Health and Safety

Greasby Infant School follows Wirral Local Authority Health & Safety guidelines and documents which can be found in the Headteacher's office.

Each year group assesses the risks involved with all activities. Risk assessments are written and can be found in year group planning files. A copy is also kept by the Headteacher and can be found in the Risk Assessment File.

Monitoring

This policy is reviewed and updated every two years by the Headteacher and the Governing Body. New DfE and Department of Health guidance is actively sought and fed into the review.

J Hall
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Information

The Anaphylaxis Campaign

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Diabetes UK

Wells Lawrence House
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Fax 020 7424 1001
helpline@diabetes.org.uk
www.diabetes.org.uk

Council for Disabled Children

National Children's Bureau
8 Wakley Street
London EC1V 7QE
Phone 020 7843 1900
Fax 020 7843 6313
cdc@ncb.org.uk
www.ncb.org.uk/cdc

The Haemophilia Society

Willcox House
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Asthma UK

18 Mansell Street
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Phone 0300 222 5800
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Epilepsy Action

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Myositis UK

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SO19 9HR
Phone 023 8044 9708
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Achondroplasia Support
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London
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info@haemophilia.org.uk

Cystic Fibrosis Trust

One Aldgate
Second floor
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The Restricted Growth Association

RGA UK PO Box 88
Presteigne
LD1 9BL
Phone 0300 111 1970

Cerebralpalsy.org.uk

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