



MEDICAL CONDITIONS POLICY

Date approved: October 2017

Review date: Autumn 2020

Springfield is an inclusive community that aims to support and welcome pupils with medical conditions. We aim to provide pupils with medical conditions the same opportunities and access to activities (both school based and out-of-school) as other pupils. We are committed to an inclusive school environment that is favourable to pupils with medical conditions. This includes the physical environment as well as social, sporting and educational activities.

- We aim to offer a full education but will consider a flexible approach (e.g. alternative provision) if necessary.
- We will consider re-integration carefully following absence. This will include a risk assessment and consideration of medical advice. If a pupil is deemed too unwell to return to school then the school will reserve the right to direct the safest and most appropriate place of education.
- We make sure the needs of pupils with medical conditions are adequately considered to allow their involvement in structured and unstructured activities, extended school activities and residential visits.
- Staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge alongside the school's Equality and Anti-bullying policies to help prevent and deal with any problems.
- Springfield understands the importance of all pupils taking part in physical activity. Relevant staff make appropriate adjustments to physical activities sessions to make sure they are accessible to all pupils. Regular and detailed communication between the School Nurse and Head of Department ensures that each case is considered on an individual basis.
- 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.
- This school makes sure that pupils have the appropriate medication/equipment/food with them during physical activity.
- Regular communications on pupils with medical conditions ensure 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.
- We aim to use opportunities such as assembly, tutor time and the PSHCE programme to raise awareness of medical conditions amongst pupils and to help create a positive social environment of tolerance, empathy and support. Pupils learn what to do in an emergency. Pupil confidentiality is respected; although pupils are supported if they decide to raise awareness of their medical condition in school.

- This school makes sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements, or if a pupil has an injury that affects mobility around the school. The needs and views of the pupil are considered during this process, and plans are put in place for additional support that may be required.

Springfield school ensures all staff understand their duty of care to children and young people in the event of an emergency, and in the day to day management of a medical condition so that staff:

- Accept their duty of care to children and young people and feel confident in knowing what to do in an emergency. This may include administering medication if trained to do so.
- Understand that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood and may adversely affect a child's quality of life and impact on their ability to learn.
- Understand the common medical conditions that affect children at this school.
- Receive training on the impact medical conditions can have on pupils and in what to do in an emergency for the most common serious medical conditions at this school.

The medical conditions policy is supported by a clear communication plan for staff, parents and the pupils concerned (see Appendix 1)

We understand that all children with the same medical conditions will not have the same needs, and will work with pupils, parents and the local health community to agree an Individual Health Care Plan (IHCP).

- Pupils and parents feel confident in the level of care they receive from this school and that the level of care meets their needs
- All children with medical conditions at this school have an IHCP, which explains the help required by that pupil in the event of a medical emergency. This plan will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in this IHCP for sharing the plan within emergency care settings.
- All staff including temporary and supply staff know what action to take in an emergency and receive updates at least yearly. Actions to take in a general medical emergency are displayed in prominent locations for staff.
- A member of staff will accompany a pupil who needs to be taken to hospital if a parent is not immediately available.
- Springfield has clear guidance on the administration of medication at school.
- We understand the importance of taking medication as prescribed, and have dedicated members of staff to ensure the correct administration of medication.
- We ensure that all staff understand what constitutes an emergency for an individual child and that emergency medication /equipment is readily available wherever the child is in school and on off-site activities.
- Springfield does not supply any medication. All medication must be provided by parents of pupils, and will only be stored and administered with parent's written consent. All medication must be marked clearly with pupil's name and tutor group and in its original packaging.
- When administering medication, the expiry date, the maximum dosage, and when the previous dose was given will all be checked.

Springfield has clear guidance on the storage of medication at school.

- Pupils are required to carry epi-pens and asthma inhalers (if necessary and medically prescribed) on them at all times.
- All medication is stored safely and pupils with medical conditions know where it is at all times and have access to it, both in school and at offsite activities.
- Medication must be in date and labelled in its original container, and where possible, in accordance with its instructions. The exception to this is insulin, which must still be in date, but will generally be in an insulin injector pen or pump.
- Parents are required to give consent on the Storage and Administration of Medicines Form.

- Parents are asked to collect all medication/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 sharps boxes and other sharps in line with local authority guidelines.

Springfield has clear guidance about record keeping.

- Parents are asked if their child has any medical conditions on the enrolment form. This is updated at the start of each school year.
- Springfield uses an IHCP to record the important details about individual medical needs including symptoms, treatment, day to day and emergency care. The IHCP is developed with the parent, pupil, school and where appropriate relevant healthcare services.
- We keep a secure, centralised register of pupils with IHCPs and an identified member of staff has responsibility to maintain this register and to ensure all staff have access to it.
- An accurate record is kept of all medication administered including dose, time, date and supervising staff.
- IHCPs are reviewed at least once a year; communication regarding a change in a child's condition and/or treatment is recorded as and when necessary (see Appendix 2)

Responsibilities

Parents:

- Inform the school of any medical condition or injury and maintain regular communication re pupil needs
- Supply in date medication as required and to comply with packaging requests.
- Provide medical evidence to support any risk assessment.

School Nurse:

- Agree IHCPs with all interested parties and ensure that they are implemented and updated regularly
- Liaise with specialist agencies and emergency services, supplying medical information as required
- Manage the administration and storage of medication
- Conduct training of staff in emergency procedures for individual pupils
- Inform staff of medical issues affecting individual pupils
- Maintain up to date records for all pupils with medical issues
- Ensure that staff leading school trips have the relevant information
- Report to AHT (Health & Safety) and DHT (Learning)

Staff:

- Ensure that they are aware of the pupils in their charge who have medical conditions
- Know and understand how to manage appropriate day to day and emergency procedures for pupils if required

SLT:

- AHT (Health and Safety) and DHT (Learning) ensure that staff are adequately trained and monitored to fulfil their obligations
- Cover arrangements: Ensure that mechanisms are in place for visiting staff (supply teachers) to receive briefings/relevant information on students with medical conditions
- Ensure insurance arrangements are in place where relevant for students with specific medical conditions.
- Ensure that transition arrangements are carefully discussed with relevant feeder schools.

Governors:

- Ensure pupils with medical conditions receive a full education and can access information and other support materials

Students:

- Where appropriate and agreed as part of an IHCP, students to carry/manage their own medicines/medication.
- Students must adhere to any requirements/action as highlighted in any risk assessment.

The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year when feedback from parents, pupils, and specialist nurses is sought.

This policy should be read in conjunction with the Health and Safety, Safeguarding and the SEND policies.

Equality policy compliant: objectives 1, 2, 8, 9

Appendix 1

Information Trail for Pupils with Medical Conditions

Appendix 2

Use of Individual Healthcare Plans

Healthcare plans are used by this school to:

- Inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care.
- Identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies. This school uses this information to reduce the impact of common triggers.
- Inform staff of emergency procedures to be followed in the event of an acute medical episode for a pupil with a specific medical condition.
- Reference DFE 'Supporting Students with Medical Conditions'.