

**SUPPORTING CHILDREN AT SCHOOL WITH MEDICAL
CONDITIONS**
September 2017

Responsibility: Nicki White

Approved by Governors:

Review Date: September 2018



Dovers Green

School is an

inclusive community that welcomes and supports children with medical conditions.

We understand that pupils can suffer from long term, short term, chronic and acute illnesses and will provide for all pupils without exception or discrimination. This includes both physical and mental health conditions.

Dovers Green School provides all pupils with any medical condition the same opportunities as others at school, enabling them to play a full and active role in school life, remain healthy and achieve their academic potential.

We will help to ensure they can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution

The school makes sure all staff understand their duty of care to children in the event of an emergency and are confident in knowing what to do in an emergency. This school knows that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood. This school understands the importance of medication and care being taken as directed by healthcare professionals and parents. All pupils with medical conditions will have an Individual Healthcare Plan (IHP) written as soon as possible after diagnosis and reviewed at least annually or more often if necessary.

All staff understand the medical conditions that affect pupils at this school. Staff receive training on the impact medical conditions can have on pupils when it is appropriate. We ensure all staff receive appropriate first aid training and have easy access to first aid equipment. The main first aid boxes are located in the kitchenette. There is a basic first aid kit in Badgers Centre and full, portable first aid kits are taken on any off site visits. The school ensures this policy is applied across the curriculum, including PE and Educational Visits.

The named member of school staff responsible for this medical conditions policy and its implementation is Ms Nicki White.

Aims

The school will meet the needs of children with long term and short term medical conditions and those suffering

from unexpected illness or injury at school by:

- being 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 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.
- listening to the views of pupils and parents.
- children and their parents and carers feeling confident in the care they receive from this school and the level of care meets their needs.
- ensuring all pupils joining at normal transition times will have arrangements in place to manage their medical condition by the beginning of that term. Any pupil joining the school mid-term will have arrangements in place within no longer than two weeks.
- ensuring that staff understand the medical conditions of pupils at this school and that they may be

serious and adversely affect a child's quality of life and impact on their ability to learn.

- all staff understanding their duty of care to children and know what to do in the event of an emergency.
- having the support and understanding of the whole school and local health community in the implementation of this policy.
- understanding that all children with the same medical condition will not have the same needs.
- recognising that duties in the Children and Families Act 2014 (England only) and the Equality Act (England, Wales and Scotland) relate to children with disability or medical conditions is anticipatory. This school understands that some children who have medical conditions may also have disabilities and or special educational needs and this policy may be read in conjunction with the school's SEND policy and the SEN Code of Practice.

This school's medical conditions policy is drawn up in consultation with local key stakeholders within both the school and health settings. The medical conditions policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation. The policy will be available on the school's website and all staff will be reminded of the policy and how it is implemented at induction and on an annual basis.

All staff understand and are trained in what to do in an emergency at school. All school staff, including temporary or supply staff (and volunteers if and when appropriate), are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency. All staff working with identified children receive training in what to do in an emergency and this is refreshed at least once a year.

All staff should be familiar with normal procedures for avoiding infection and follow basic hygiene procedures. Staff have access to protective clothing and suitable disposal equipment to safely deal with spillages of blood or other bodily fluids, including the changing of dressings.

All children with a medical condition at this school have an Individual Healthcare Plan (IHP), which explains what help they will 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 with emergency care settings. IHPs should be developed in the context of assessing and managing risks to the pupil's education, health and social wellbeing and to minimise disruption. IHPs should consider:

- The medical condition, its trigger, signs, symptoms and treatment.
- The pupil's resulting needs, including medication (its side-effects and storage) and other treatments, dose, time, facilities, equipment, testing, dietary requirements and environmental issues.
- Specific support for the pupil's educational, social and emotional needs, for example how absences will be managed, requirements for extra time to complete work, rest periods or additional support including counselling.
- The level of support needed, including in emergencies. If a child is self-managing their own medication, this should be clearly stated with arrangements for monitoring who will provide this support, their training needs, expectations of their role and confirmation of their proficiency to provide support for the pupil's medical needs from a healthcare professional.
- Who in school needs to be aware of the child's condition and the support required.
- Written permission from parents for medication to be administered.
- Separate arrangements or procedures required for school trips or other school activities outside the normal school timetable that will ensure the pupil can participate, e.g. risk assessments
- Arrangements for travel to and from school and what should be done if an emergency arises
- Where confidentiality issues are raised by the parent or pupil, the designated individuals to be entrusted with information about the child's condition
- What to do in an emergency, including who to contact and contingency arrangements

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 and receive updates at least yearly. Training is provided at the start of each academic year, and as required throughout the year, and

policies and procedures are discussed with temporary and supply staff. Training needs will be identified and discussed at least annually as part of the school's appraisal process.

The induction of new staff will include training for supporting pupils with medical needs. Any member of staff providing support to a pupil with medical needs will have received suitable training.

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

Guidance on providing care and support and administering medication, first aid at school and the storage of medication and equipment is provided in the Health and Safety File under 'Guidance for Administering Medicines.'

Record Keeping

- Parents at this school are asked if their child has any medical conditions on the admissions form.
- IHPs 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.
- There is a central register of IHPs, and an identified member of staff who has responsibility for this register.
- IHPs are reviewed regularly, at least every year or whenever the pupil's needs change.
- The pupil (where appropriate), parents, specialist nurse (where appropriate), and relevant healthcare services hold a copy of the IHP. Other school staff, including TAs, are aware and have access to the IHPs for pupils in their care.
- We make sure that the pupil's confidentiality is protected.
- Permission will be sought from parents before sharing medical information with any other party.
- This school meets with the pupil (where appropriate), parent, specialist nurse (where appropriate), and relevant healthcare services prior to any extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded on the pupil's IHP which will accompany them on the visit.
- This school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.

Training

All staff providing support to a pupil will receive suitable training and ongoing support, to make sure they have the 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 or other suitably qualified healthcare professional will confirm their competence and records will be kept of all training undertaken and by whom.

The Physical Environment

The school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

This school is committed to providing a physical environment accessible to pupils with medical conditions. We are also committed to an accessible environment for out of school activities.

At Dovers Green, we make sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, including extended school activities. 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 PE lessons.

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 or need to take special precautions during an activity, and the potential triggers for a pupil's condition when exercising and how to minimise these.

The school ensures that pupils have the appropriate medication, equipment, food and drink available during physical activity and 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. Children and their families will not be penalised for their attendance if their absence relates to their medical condition. Following absence, reintegration back into school will be properly supported so pupils with medical conditions fully engage with learning and do not fall behind when they are unable to attend. Short term absences, including those for medical appointments are effectively managed as per the school's attendance policy.

Children with medical conditions who are finding it difficult to keep up educationally will be referred to the SENCo who will liaise with the pupil (where appropriate), parent/carer and the pupil's healthcare professional.

Risk assessments are carried out before any out of school educational visit. 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.

Common Triggers

All staff are aware of the common triggers that can make common medical conditions worse or can bring on an emergency.

Staff have been given training and written information on medical conditions which includes avoiding or 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 and eliminating these health and safety risks. The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe during 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 conditions. We review all medical emergencies and incidents to see how they could be avoided, and changes school policy according to these reviews.

Roles and Responsibilities

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 child (where appropriate), parent, governing body, staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

The governing body should ensure parents are aware of the school's complaints policy and procedures should they be dissatisfied with the support provided to their child.

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

In evaluating the policy, this school seeks feedback from stakeholders including children, parents, school healthcare professionals, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services, governors and the Local Authority. The views of children with medical conditions are central to the evaluation process.