



Church Valley Federation Schools

Policy on supporting pupils with medical conditions

Policy statement

This federation is an inclusive community that aims to support and welcome pupils with medical conditions.

The federation aims to provide pupils with medical conditions the same opportunities that are available to other pupils.

The federation governing body will ensure that the schools comply with their duty under the Equality Act 2010.

The Church Valley Schools Federation will help to ensure:

- All pupils are able to engage fully in school life
- Ensure 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.
- Staff at the federation understand 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.
- All staff understand the common medical conditions that affect children at this federation and understand the impact they can have on pupils.

The following policy sets out the arrangements that are in place to support pupils with medical conditions.

This federation's medical conditions policy is drawn up with guidance from a range of key stakeholders within both the federation and health settings.

The medical conditions policy is clearly communicated to staff, parents, pupils and other stakeholders to ensure it is implemented.

The medical conditions policy will be shared with all stakeholders- pupils, parents/carers/governors/staff/medical professionals. It will be published on our websites and will be reviewed at least once every two years.

Role of governing body

The governing body will ensure that arrangements are in place to support pupils with medical conditions. In doing so, they will ensure that such children can access and enjoy the same opportunities as other children.

The governing body will comply with the equality act 2010 and will ensure the focus is on the needs of each individual child and how their medical condition impacts on their school



life.

The Governing Body will ensure that their arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school. The arrangements should show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care. They will ensure that staff are properly trained to provide the support that pupils need.

Role of Headteacher

The Headteacher will ensure that all staff are aware of the policy for supporting children with medical conditions. The Headteacher will also ensure that sufficient staff are suitably trained and that all staff are made aware of the child's condition.

In the absence of key staff, SLT will make appropriate arrangements so that a member of staff is always available to support a child with medical conditions.

The Headteacher along with key staff, will ensure that risk assessments are completed for school visits, residential activities and other activities outside of the normal timetable.

The Headteacher and SEND Coordinator, along with health care professionals will monitor and evaluate individual health care plans. The Headteacher will also contact the school nurse in the case of any child who has a medical condition that may require support at school.

Role of school staff

Any member of school staff may be asked to provide support for pupils with medical conditions, including the administration of medicines, although they cannot be required to do so. School staff should receive sufficient and suitable training before they take on the responsibility of supporting a child with medical conditions.

Role of medical professionals

The Role of other GPs and Paediatricians

GPs and paediatricians will notify the school nurse when a child has an identified medical condition. They will also assist in the completion of health care plans.

The Role of the School Nurse

The federation also has access to a School Nurse. The school nurse will notify the school when a child has been identified as having a medical condition which requires support in school. They will also help the school in implementing the child's individual Health Care Plan.

Role of parents

Parents will provide the school with up-to-date information about their child's medical needs. They will also be involved in the review of the child's Health Care Plan.

At the federation our aim is for Parents/carers of pupils with medical conditions to feel secure in the care their children receive at our schools.

Role of pupils



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Pupils with medical conditions are encouraged to take control of their condition. Where appropriate, children with medical conditions may be able to provide information about how their condition affects them.

Our aim is for pupils to feel confident in the support they receive from the federation and medical professionals to help them do this.

Individual health care plans

Individual health care plans will usually be drawn up by medical professionals together with parents and pupils. They will provide clarity to school staff about the care that pupil needs, what has to be done, when and by whom.

These will be reviewed at least once per year by stakeholders.

Staff training and support

All staff at this federation are aware of the most common serious medical conditions at this federation. Staff at this federation understand their duty of care to all pupils in the event of an emergency. In an emergency situation federation staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.

Any member of staff providing support to a child with medical needs should have received suitable training that is regularly refreshed. This will be the responsibility of the head teacher to liaise with healthcare professionals to ensure that training is available and appropriate.

* Emergency procedure posters are available for anaphylaxis, asthma, diabetes and epilepsy –download from www.medicalconditionsatfederation.org.uk.

Managing medicines on school premises

Administration – emergency medication

All pupils at this federation with medical conditions have easy access to their emergency medication.

All pupils are encouraged to carry and administer their own emergency medication, when their parents and health specialists determine they are able to start taking responsibility for their condition. All pupils carry their emergency medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits.

Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it.

Pupils who do not carry and administer their own emergency medication understand the



arrangements for a member of staff (and a reserve member of staff) to assist in helping them take their medication safely, where appropriate.

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.

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.

Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.

Safe storage – emergency medication

Emergency medication is readily available to pupils who require it at all times during the federation day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.

Most pupils at this federation carry their emergency medication on them at all times. Pupils keep their own emergency medication securely.

Pupils at this federation are reminded to carry their emergency medication with them.

Pupils, whose healthcare professionals and parents advise the federation that their child is not yet able or old enough to self-manage and carry their own emergency medication, know exactly where to access their emergency medication.

Safe storage – non-emergency medication

All non-emergency medication is kept in a secure place. Pupils with medical conditions know where their medication is stored and how to access it.

Staff ensure that medication is only accessible to those for whom it is prescribed.

Notifying the schools about medical/health care needs

Parents at this federation are asked if their child has any health conditions or health issues at induction and are asked to update this annually. Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms.

Healthcare Plans

Healthcare Plans are used by this federation to:

- inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care
- remind pupils with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times
- identify common or important individual triggers for pupils with medical conditions in the federation that bring on symptoms and can cause emergencies.



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Drawing up Healthcare Plans

This federation uses a Healthcare Plan to record important details about individual children's medical needs at federation, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required.

If a pupil has a short-term medical condition that requires medication during federation hours, a medication form plus explanation is sent to the pupil's parents to complete.

The parents, healthcare professional and pupil with a medical condition, are asked to fill out the pupil's individual Healthcare Plan together. Parents then return these completed forms to the federation.

Ongoing communication and review of Healthcare Plans

Parents at this federation are regularly reminded to update their child's Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change.

Staff at this federation use opportunities such as teacher–parent interviews and home–federation diaries to check that information held by the federation on a pupil's condition is accurate and up to date.

Every pupil with an Individual Healthcare Plan at this federation has their plan discussed and reviewed at least once a year.

Storage and access to Healthcare Plans

Parents and pupils and staff at this federation are provided with a copy of the pupil's current agreed Healthcare Plan. Healthcare Plans are kept in a secure central location at federation.

Apart from the central copy, specified members of staff (agreed by the pupil and parents) securely hold copies of pupils' Healthcare Plans. These copies are updated at the same time as the central copy.

All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care.

When a member of staff is new to a pupil group, for example due to staff absence, the federation makes sure that they are made aware of (and have access to) the Healthcare Plans of pupils in their care.



This federation ensures that all staff protect pupil confidentiality.

This federation seeks permission from parents to allow the Healthcare Plan to be sent ahead to emergency care staff, should an emergency happen during federation hours or at a federation activity outside the normal federation day. This permission is included on the Healthcare Plan.

This federation seeks permission from the pupil and parents before sharing any medical information with any other party, such as when a pupil takes part in a work experience placement.

Day trips, residential visits and sporting activities

Parents are sent a residential visit form to be completed and returned to federation shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff and federation supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during federation hours.

The Governing Body will ensure that the school's arrangements are clear and unambiguous about the need to support actively pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so. Teachers should be aware of how a child's medical condition will impact on their participation, but there should be enough flexibility for all children to participate according to their own abilities and with any reasonable adjustments. The school will make arrangements for the inclusion of pupils in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible.

The school will consider what reasonable adjustments they might make to enable children with medical needs to participate fully and safely on visits. Risk assessments are carried out so that planning arrangements take account of any steps needed to ensure that children with medical conditions are included. This will require consultation with parents and children and advice from the relevant healthcare professional to ensure that the child can participate safely.

Unacceptable practice

The Governing Body recognises that although staff should use their discretion and judge each case on its merits with reference to the child's individual healthcare plan, it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or ignore medical evidence or opinion;
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- if the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- penalise children for their attendance record if their absences are related to their medical condition eg hospital appointments;



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- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, eg by requiring parents to accompany the child.

This policy will be reviewed every two years or at any time on request from the governors.

This policy: February 2016

Review Date: February 2018

Signed:

Head teacher

