

Chuter Ede Primary School



~ Medical Conditions Policy ~

Autumn 2024

Adopted by	SLT
Adapted from	Health Conditions in Schools Alliance
Ratified by	Governing Body
Date for Review	Autumn 2025



CHUTER EDE PRIMARY SCHOOL – MEDICAL CONDITIONS POLICY

POLICY STATEMENT

This school is an inclusive community that welcomes and supports pupils with medical conditions.

This school provides all pupils with any medical condition the same opportunities as others at school.

We will help to ensure they can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic wellbeing once they leave school.

The school makes sure 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.

This school understands that certain medical conditions are debilitating 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.

Staff understand the medical conditions that affect pupils at this school. Staff receive training on the impact medical conditions can have on pupils.

The named member of school staff responsible for this medical conditions policy and its implementation is:
Mrs B Hunter (Head Teacher)

Policy framework

The policy framework describes the essential criteria for how the school can meet the needs of children and young people with long-term medical conditions.

1

This school is an inclusive community that supports and welcomes pupils with medical conditions.

- This school is welcoming and supportive of pupils 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.
- This school will listen to the views of pupils and parents.
- Pupils and parents feel confident in the care they receive from this school and the level of that care meets their needs.
- Staff understand the medical conditions of pupils at this school and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- The whole school and local health community understand and support the medical conditions policy.
- This school understands that all children with the same medical condition will not have the same needs.



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- 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.

2 This school's medical conditions policy is drawn up in consultation with a wide range of local key stakeholders within the school and health settings.

- Stakeholders including pupils, parents, school nurse, school staff, governors, the school employer, relevant local health services and relevant supporter organisations.

3 The medical conditions policy is supported by a clear communication plan for staff, parents* and other key stakeholders to ensure its full implementation.

- Pupils, parents, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels.

All children with a serious medical condition should have an individual healthcare plan (IHP).

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- An IHP 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.

5 All staff understand and are trained in what to do in an emergency for children with medical conditions at this school.

- All school staff are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency.
- All staff receive training in what to do in an emergency and this is refreshed at least once a year.
- Where alternative emergency arrangements are required to meet a child's needs, a PEEP will be created, agreed with parents and shared with staff.

6 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.
- 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.

7 This school has clear guidance on providing care and support and administering medication at school.

- This school understands the importance and medication being taken and care received as detailed in the pupil's IHP.



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- This school will make sure that there is more than one member of staff who has been trained to administer the medication and meet the care needs of an individual child. This school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. The school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- This school will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances, and every effort will be made to encourage the pupil to involve their parent, while respecting their confidentiality. Similarly, whilst we will administer medication, we do encourage most of it to be given at home.
- This school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.
- Parents at this school understand that they should let the school know immediately if their child's needs change.
- If a pupil misuses their medication, or anyone else's, their parent is informed as soon as possible and the school's disciplinary procedures are followed.
- A 'Quick Read' parent guide to administering medication at Chuter Ede, is available to all parents. See appendix A.

8

This school has clear guidance on the storage of medication and equipment at school.

- This school makes sure 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, and is not locked away.
- Pupils can carry controlled drugs if they are competent, otherwise this school will keep controlled drugs stored securely, but accessibly, with only named staff having access. Staff at this school can administer a controlled drug to a pupil once they have had specialist training.
- This school will make sure that all medication is stored safely, and that pupils with medical conditions know where they are at all times and have access to the immediately.
- This school 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 will ensure that injector pens are in school and in date.
- 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 sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

9

This school has clear guidance about record keeping.

- Parents at this school are asked if their child has any medical conditions on the enrolment form.
- This school uses an IHP to record the support an individual pupils 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.
- IHP's are regularly reviewed, at least every year or whenever the pupil's needs change.



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- The pupil (where appropriate) parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for the pupils in their care.
- This school makes sure that the pupil's confidentiality is protected.
- This school seeks permission from parents before sharing any 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 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.
- This school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
- This school makes 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 keeps an up-to-date record of all training undertaken and by whom.

This school ensures 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.

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- This school is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure their accessibility. This school is also committed to an accessible physical environment for out-of-school activities.
- The school makes sure the needs of the pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- 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.
- This 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 team sports.
- This school understands that 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 and how to minimise these.
- This school makes sure that pupils have the appropriate medication/equipment/food with them during physical activity.
- This school makes 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.



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- 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. This school will not penalise pupils for their attendance if their absences relate to their medical condition.
- This school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCo, who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.
- Pupils at this school learn what to do in an emergency.
- This school makes sure that a risk assessment is carried out before any out-of-school 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.

11 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.

- This school is committed to identifying and reducing triggers both a school and on out-of-school visits.
- Schools staff have been given training and written information on medical conditions which includes avoiding/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/eliminating these health and safety risks.
- The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities.
- This school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

12 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.

- This school works 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.

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

- This school works 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.
- This school is committed to keeping in touch with a child when they are unable to attend school because of their condition.

14



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The medical conditions policy is regularly reviewed, evaluated and updated.

- 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.
- *the term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.



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Appendix A

'Quick Read' guide to medicines in school Updated September 2022

As medicines are dangerous substances when wrongly administered, the school has to be very careful on safety grounds over such requests.

A number of points should be borne in mind:



1. Whenever practicable a parent should come to school to administer the medicine.
2. There is no legal duty which requires staff to administer medication; this is a voluntary role and will be called upon in exceptional circumstances. Where exceptional circumstances exist, a contract will be agreed between the school and the parent or carer and records kept appropriately.
3. Where necessary, school staff will receive training on specific medical conditions.
4. Medicines will only be administered by our qualified first aiders in school.
5. ***In the event that there is the need for classes to be organised into 'bubbles' again due to Coronavirus, there will be an amendment to the way that medicines are administered. With mutual consent from parents and the members of staff involved, a named member of staff from the bubble of which the child belongs, will administer prescribed medication at lunch time. A second member of bubble staff will oversee this process. ***
6. Only prescribed medication such as antibiotics will be administered.
7. Our staff will not give pain killers or doses of medicine such as Calpol or Piriton and non-prescribed creams to children, without evidence of a doctor's prescription, except in an emergency situation or exceptional circumstances.
8. Similarly, staff will not administer sun creams to children in school. Again, many creams now last the full day and can be applied at home before children arrive in school.
9. When it is not possible for parents to administer travel sickness medication, for example on the return journey of a residential visit, it may be administered by staff, without a doctor's prescription. This will be considered on an individual basis, and by joint agreement with home and school.
10. Medicines will only be administered over the lunch time period as staff are busy in class at all other times.

There are some cases of long term complaints, i.e. Asthma where it is vital that medication is available all day. In such cases all requests will be accepted as long as the guidelines below are accepted.

It is the responsibility of parents to ensure that long term medication such as inhalers and epi-pens, are in school and in date.

GUIDELINES

1. An indemnity form must be signed in the school office; this will give details of the dose to be administered.
2. The medicine should be brought to school by the parent or guardian, NOT the child, and should be delivered personally to the school office.
3. Medicine must be labelled by the dispensing pharmacy and clearly show the child's name, dosage and date.

Medicines brought by a child or without the correct label or indemnity form, will not be administered.

No requests will be considered where:



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1. The medicines or tablets are dangerous;
2. The timing and nature of the administration are of vital importance;
3. Serious consequences could arise from it being forgotten;
4. Some technical or medical knowledge or expertise is required.

We are seeking to avoid children bringing medicines to school, without the knowledge of our staff; for example throat sweets, as these may prove dangerous to other children.