Medical Conditions Policy

Heronshaw School is an inclusive community that welcomes and supports pupils with medical conditions. We provide 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.
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At Heronshaw School we make sure that 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.
- We understand 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 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 members of school staff responsible for the medical conditions policy and its implementation are: Bridget Nicholls and Kirsty Outtram.

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 conditions.

• Heronshaw School 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. There may however be individual cases where as a school we feel unable to meet a medical need. We will then take advice from the school nursing team and local authority before providing a decision.

• 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.

• 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.

Heronshaw School's medical conditions policy is drawn up in consultation with a range of local key stakeholders including: pupils, parents, school nurse, school staff, governors.

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

• All school staff, including temporary or supply 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.

• All children with a medical condition at this school have an individual healthcare plan (IHP), which explains what help they 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 the IHP within emergency care settings.

All staff understand and are trained in the school's general emergency procedures.

• 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.

They will not take pupils to hospital in their own car unless accompanied by a parent/carer.

Heronshaw School has clear guidance on providing care and support and administering medication at school.

• We understand the importance of medication being taken and care received as detailed in the pupil's IHP.

• This school will make sure that there are several members of staff who have been trained to administer the medication and meet the care needs of an individual child. We will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies.

The governing body has made sure that there is the appropriate level of insurance and liability cover in place.

• We will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent.

• When administering medication, this school will check the maximum dosage and when the previous dose was given. Parents will be informed. This school will not give a pupil under 16 aspirin unless prescribed by a doctor.

• 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.

• Parents at Heronshaw 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.

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

• We make sure that all staff understand what constitutes an emergency for an individual child and make 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 may carry their emergency medication with them if they wish/this is appropriate.

• Heronshaw 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 them immediately.

• We 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, may be supplied in an insulin injector pen or a pump.

• 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 does not currently have the facility to dispose of needles and other sharps in line with local policies. Any sharps will be kept securely at school and returned to parents / carers in a sealed container unless a sharps box is provided. This would then be disposed of in line with local authority procedures.

Heronshaw School has clear guidance about record keeping.

• Parents are asked if their child has any medical conditions on the enrolment form.

• We use an IHP to 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.

• This school has a centralised register of IHPs, and an identified member of staff has the responsibility for this register.

• IHPs are regularly reviewed, 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 are made aware of and have access to the IHP for the pupils in their care.

• We make sure that the pupil's confidentiality is protected.

• The school seeks permission from parents before sharing any medical information with any other party.

• Staff meet 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 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 / administering staff.

• Heronshaw School makes sure that all staff providing support to a pupil 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 the 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.

• Heronshaw School is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. This school is also committed to an accessible physical environment for out-of-school activities.

• We make sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities and 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 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.

• Our 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.

• We understand 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.

• At Heronshaw School we make 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.

• 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.

• We 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.

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 will have a written schedule of reducing specific triggers to support this when required.

• This school is committed to identifying and reducing triggers both at school and on out-of-school visits.

• School 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 how to make sure the pupil remains safe throughout 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 needs.

• This school will review all medical emergencies and incidents to see how they could have been avoided and change school policy according to these reviews.

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

• At Heronshaw School we work in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing body, all school staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

• The roles and responsibilities for all relevant parties can be found at www.diabetes.org.uk/schools

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

• In evaluating the policy, this school seeks feedback from key stakeholders including pupils, parents, school healthcare professionals, specialist nurses and school staff and governors. 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 a foster parent, carer, guardian or local authority.*

Policy information	
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Role(s) of reviewer	Pastoral Lead
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