

# Beaver Road Primary School

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

At Beaver Road we understand that we have a responsibility to make the School welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.

We aim to provide all children with all medical conditions 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 well being
- ❖ Pupils with medical conditions are encouraged to take control of their condition. Pupils feel confident in the support they receive from the School to help them to do this.
- ❖ Parents/carers of pupils with medical conditions feel secure in the care their children receive whilst in School.
- ❖ We ensure 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.
- ❖ The medical conditions policy is understood and supported by the whole School and local health community.
- 2) This Policy has been drawn up in consultation with a wide range of local key stakeholders within both the School and health settings.

We have consulted on the development of this Medical Conditions Policy with:

- Pupils with medical conditions
- Parents
- School Nurse
- Headteacher
- Teachers
- Special Educational Needs Co-ordinator
- Members of staff trained in first aid
- School Governors

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3) The Medical Conditions Policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation.

### **Parents are informed and regularly reminded about the Medical Conditions Policy:**

- At the start of the school year when communication is sent out about healthcare plans.
- When their child is enrolled as a new pupil

### **School staff are informed and regularly reminded about the Medical Conditions Policy:**

- Through copies handed out at the first staff meeting of the school year and before healthcare plans are distributed to parents.

### **Relevant local health staff are informed and regularly reminded about the School Medical Conditions Policy:**

- Via primary care links and the School/Community Nurse

### **All other external stakeholders are informed and reminded about the School Medical Conditions Policy:**

- By letter accompanied with a printed copy of the policy summary at the start of the year.

4) All staff understand and are trained in what to do in an emergency for the most common serious medical conditions:

- ❖ All staff understand their duty of care to pupils in the event of an emergency. In an emergency situation staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.
- ❖ All staff who work with groups of pupils receive training and know what to do in an emergency for the pupils in their care with medical conditions.
- ❖ Training is refreshed for all staff at least once a year.
- ❖ We use healthcare plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.
- ❖ We have procedures in place so that a copy of the healthcare plan is sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.

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5) All staff understand and are trained in the School's general emergency procedures.

**All staff know what action to take in the event of a medical emergency.**

**This includes:**

- How to contact emergency services and what information to give
- Who to contact within the School

If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent/carer arrives. We will try to ensure that the staff member is one the pupil knows.

6) We have clear guidance on the administration of medication at school.

**Administration- emergency medication:**

- All pupils with medical conditions have easy access to their emergency medication.
- 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 to assist in helping them take their medication safely.

**Administration- general:**

- All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of a named member of staff.
- We understand the importance of medication being taken as prescribed.
- 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.
- Parents understand that if their child's medication changes or is discontinued, or the dose or administration method changes that they should notify the school immediately.
- 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.
- If a trained member of staff, who is usually responsible for administering medication, is not available we will make alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.

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7) We have clear guidance on the storage of medication at School.

## **Safe storage-emergency medication**

- Emergency medication is readily available to pupils who require it at all times during the School day or at off-site activities.

## **Safe storage-non emergency medication**

- 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.

## **Safe storage-general**

- There is an identified member of staff(Sarah Herbert) who ensures the correct storage of medication at School
- Three times a year the identified member of staff (Sarah Herbert) checks the expiry dates for all medication stored at school
- The identified member of staff (Sarah Herbert) ensures that all emergency and non-emergency medication is clearly labelled with the pupil's name, the name and dose of the medication and the frequency of dose. This includes all medication that pupils carry themselves.
- All medication is sent home with pupils at the end of the School year. Medication is not stored in summer holidays.

## **Safe disposal**

- A named member of staff (Sarah Herbert) is responsible for checking the dates of medication and arranging for the safe disposal of any that have expired. This is done at least three times a year and is always documented.
- Sharps boxes are used for the disposal of needles. All sharps boxes are stored in a safe and secure manner.
- Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

8) We have clear guidance about record keeping.

## **Enrolment forms**

- Parents are asked if their child has any health conditions or health issues on the enrolment form, which is filled out at the start of each School year. Parents of new pupils starting at other times during the year are also asked to provide this information on the enrolment forms.

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## Healthcare plans

- We use a healthcare plan to record important details about individual children's medical needs at School, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the healthcare plan if required.
- Healthcare plans accompanied by an explanation of why and how it is used, is sent to all pupils with a long-term medical condition.

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

- Every pupil with a healthcare plan has their plan discussed and reviewed at least once a year with a named member of staff (Sarah Herbert)
- We ensure that all staff protect pupil confidentiality.

## Use of healthcare plans

- Healthcare plans are used to inform the appropriate staff and supply teachers about the individual needs of a pupil with medical condition in their care.

## Consent to administer medicines

- All parents of pupils with a medical condition who may require medication in an emergency are asked to provide consent on the healthcare plan for staff to administer medication.

## Residential visits

- All residential visit forms are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. These are accompanied by a copy of the pupil's healthcare plan.
- All parents of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.

## Other record keeping

- All School staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. We keep a register of all staff that have had the relevant training.

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9) We ensure 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.

## **Physical environment**

- We are committed to providing a physical environment that is accessible to pupils with medical conditions.

## **Social interactions**

- We ensure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after School.
- We ensure the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as School discos, breakfast club, school productions, after School clubs and residential visits.

## **Exercise and physical activity**

- We understand the importance of pupils taking part in sports, games and activities.
- We ensure that teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.
- We ensure that all staff understand that pupils should not be forced to take part in an activity if they feel unwell.
- We ensure that all staff are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

## **Education and learning**

- We ensure that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided
- All staff are aware of the potential for pupils with medical conditions to have special educational needs due to difficulties with missing out or keeping up with the curriculum. Pupils will be referred to the SEN coordinator who will consult with parents/carers and the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.
- Pupils in our School will learn about what to do in the event of a medical emergency.

## **Residential visits**

- Risk assessments are carried out by us prior to any out-of-School visit and medical conditions are considered during this process. Factors we consider include: how all pupils will be able to access the activities proposed, how routine and emergency medication will be stored and administered and where help can be obtained in an emergency.

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10) We are aware of the triggers that can make medical conditions worse or can bring on an emergency. We are actively working towards reducing or eliminating these health and safety risks and have a written schedule of reducing specific triggers to support this.

- School staff have been given training on medical conditions. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions.
- We use healthcare plans to identify individual pupils who are sensitive to particular triggers. The school has a detailed action plan to ensure these individual pupils remain safe during all lessons and activities throughout the school day.
- Full health and safety risk assessments are carried out on all out-of-school activities before they are approved, including residential visits, taking into account the needs of pupils with medical conditions.

11) Each member of our School and health community knows their roles and responsibilities in maintaining an effective medical conditions policy.

- We work in partnership with all relevant parties including the School's governing body, all School staff, parents, community healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully.

## Head Teacher

The Headteacher (Mr David How) has a responsibility to:

- Ensure the School is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- Liaise between interested parties including pupils, School staff, special educational needs coordinators, the School Health Service, and the local emergency care services
- Ensure the policy is put into action with good communication of the policy to all
- Ensure that information held by the School is accurate and up to date and that there are good information sharing systems in place using pupils healthcare plans
- Ensure pupil confidentiality
- Access the training and development needs of staff and arrange for them to be met
- Ensure all supply teachers and new staff know the Medical Conditions Policy
- Delegate a staff member to check the expiry date of medicines kept at School and maintain the School medical conditions register
- Monitor and review the policy at least once a year, with input from pupils, parents/carers, staff and external stakeholders
- Update the policy at least once a year according to review recommendations and recent local and national guidance and legislation

# Beaver Road Primary School

## All School staff

All staff at Beaver Road have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- Understand the School Medical Conditions Policy
- Know which pupils in their care have a medical condition and be familiar with the content of pupil's healthcare plan
- Allow all pupils to have immediate access to their emergency medication
- Maintain effective communication with parents/carers including informing them if their child has been unwell at School
- Ensure pupils who carry their medication with them have it when they go on a school visit or out of the classroom
- Understand the common medical conditions and the impact it can have on pupils (pupils should not be forced to take part in any activity if they feel unwell)
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in

## Teaching staff

Teachers at Beaver Road have a responsibility to:

- Ensure pupils who have been unwell catch up on missed School work
- Be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it
- Liaise with parents/carers and SEN coordinator if a child is falling behind because of their condition

## School Nurse or healthcare professional

The School Nurse has responsibility to:

- Help update the School Medical Conditions Policy
- Help provide regular training for School staff in managing the most common medical conditions at School
- Provide information about where the School can access other specialist training

## First aiders

First aiders have the responsibility to:

- Give immediate help to casualties with common injuries or illness and those arising from specific hazards with the School
- When necessary ensure that an ambulance or other professional medical help is called

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## Special Educational Needs Coordinator

SENCO has the responsibility to:

- Help update the School Medical Condition Policy
- Know which pupils have a medical condition and which have a special educational needs because of their condition
- Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or course work

## Pupils

Pupils have the responsibility to:

- Tell their parent/carer, teacher or nearest staff member when they are not feeling well

## Parents/carers

The parents/carers of a child have a responsibility to:

- Tell the School if their child has a medical condition
- Ensure the School has a complete and up-to-date healthcare plan for their child
- Inform the School about the medication their child requires while taking part in visits, outings and other out-of-school activities
- Tell the School about any changes to their child's condition
- Ensure their child's medication and medical devices are labelled with their child's full name
- Provide the School with appropriate spare medication labelled with their child's name
- Ensure that their child's medication is within expiry dates
- Keep their child at home if they are not well enough to attend School
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional

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

- In evaluating the policy, we seek feedback on the effectiveness and acceptability of the medical conditions policy with a wide-range of key stakeholders within the School and health settings.

This Policy was approved by Governors on 1 February 2010

This Policy will be reviewed by Governors on 1 February 2011