

Bullion Lane Primary School



**Bullion Lane
Primary
School**

Medical Needs Policy

Policy statement

Bullion Lane Primary School, including Early Years, is an inclusive school that aims to support and welcome pupils with medical conditions.

We aim to provide all pupils 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.
- + The school ensures 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 serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- + This school understands the importance of medication being taken as prescribed.
- + All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact medical conditions can have on pupils.

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

a. This school understands that it has 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.

b. This school aims 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.

c. 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 do this.

d. This school aims to include all pupils with medical conditions in all school activities.

e. Parents of pupils with medical conditions feel secure in the care their children receive at this school.

f. The school ensures all staff understand their duty of care to children and young people in the event of an emergency.

g. All staff feel confident in knowing what to do in an emergency.

h. This school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

i. All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact this can have on pupils.

j. The medical conditions policy is understood and supported by the whole school and local health community.

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

a. This school has consulted on the development of this medical condition policy with a wide-range of key stakeholders within both the school and health settings. These key stakeholders include:

- + pupils with medical conditions
- + parents
- + school nurse
- + head teacher
- + teachers
- + special educational needs coordinator
- + pastoral care/welfare officer
- + members of staff trained in first aid
- + all other school staff
- + local healthcare professionals
- + school governors.

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

a. 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
- + on the school class dojo at several intervals in the school year
- + when their child is enrolled as a new pupil
- + via the school's website, all year round

b. School staff are informed and regularly reminded about the medical conditions policy:

- + through information given at the first staff meeting of the school year and before Healthcare Plans are distributed to parents
- + at scheduled medical conditions training

+ all supply and temporary staff are informed of the policy and their responsibilities.

c. All other external stakeholders are informed and reminded about the school's medical conditions policy:

4. Staff understand and are trained where necessary in what to do in an emergency for the most common serious medical conditions at this school

a. All staff at this school are aware of the most common serious medical conditions at this school.

b. Staff at this school understand their duty of care to pupils in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.

c. All staff who work with groups of pupils at this school receive training and know what to do in an emergency for the pupils in their care with medical conditions.

d. Training is refreshed for all staff at least once a year.

e. Action for staff to take in an emergency for the common serious conditions at this school is displayed in prominent locations for all staff including classrooms, kitchens and the staff room*.

f. This school uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.

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

a. 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.

b. Training is refreshed for all staff at least once a year.

c. 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 arrives. The school tries to ensure that the staff member will be one the pupil knows.

6. The school has clear guidance on the administration of medication at school

Administration – emergency medication

a. All pupils at this school with medical conditions have **easy access to their emergency medication.**

b. 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.

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

d. Pupils who do not carry and administer their own emergency medication understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their medication safely.

Administration – general

d. 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 member of staff at this school.

e. This school understands the importance of medication being taken as prescribed.

f. 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.

g. 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.

h. All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as administering medication.

i. Parents at this school 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.

j. If a pupil at this school refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.

k. 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.

l. If a trained member of staff, who is usually responsible for administering medication, is not available this school makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.

m. If a pupil misuses medication, either their own or another pupil's, their parents are informed as soon as possible. These pupils are subject to the school's usual disciplinary procedures.

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

Safe storage – emergency medication

- a. Emergency medication is readily available to pupils who require it at all times during the school 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.
- b. Most pupils at this school carry their emergency medication on them at all times. Pupils keep their own emergency medication securely.
- c. Pupils at this school are reminded to carry their emergency medication with them.
- d. Pupils, whose healthcare professionals and parents advise the school 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

- e. All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Pupils with medical conditions know where their medication is stored and how to access it.
- f. Staff ensure that medication is only accessible to those for whom it is prescribed.

Safe storage – general

- g. Staff, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labeled 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.
- h. All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- i. Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised pupils or lockable as appropriate.
- j. All medication is sent home with pupils at the end of the school year. Medication is not stored in summer holidays.
- k. It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

Safe disposal

l. Parents are asked to collect out-of-date medication.

m. If parents do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.

8. This school has clear guidance about record keeping

School forms

a. Parents are asked if their child has any health conditions or health issues when they start school. This 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.

Healthcare Plans

b. This school uses 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.

See Appendix 1 – Form 1

c. A Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of pupils with a long-term medical condition. This is sent:

- + at the start of the school year
- + at enrolment
- + when a diagnosis is first communicated to the school.

d. If a pupil has a short-term medical condition that requires medication during school hours, the pupil's parents complete a form.

See Appendix 1 – Form 2

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

School Healthcare Plan register

g. Healthcare Plans are used to create a centralised register of pupils with medical needs. An identified member of staff has responsibility for the register at this school. Any staff with medical conditions are also asked to complete a separate Healthcare Plan.

h. The responsible member of staff follows up with the parents any further details on a pupil's Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

Ongoing communication and review of Healthcare Plans

- i. Parents at this school 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.
- j. Staff at this school use opportunities such as teacher–parent interviews and home–school diaries to check that information held by the school on a pupil's condition is accurate and up to date.
- k. Every pupil with a Healthcare Plan at this school has their plan discussed and reviewed at least once a year.

Storage and access to Healthcare Plans

- l. Healthcare Plans are kept in a secure central location at school. (HT's office)
- m. 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.
- n. All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care.
- o. When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the Healthcare Plans of pupils in their care.
- p. This school ensures that all staff protect pupil confidentiality.

Residential visits

- q. Parents are sent a residential visit form to be completed and returned to school 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 school supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours.
- r. 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.
- s. 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.

9. 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

Physical environment

a. This school is committed to providing a physical environment that is accessible to pupils with medical conditions.

b. This school's commitment to an accessible physical environment includes out-of-school visits. The school recognises that this sometimes means changing activities or locations.

Social interactions

d. This school ensures 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.

e. This school ensures 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.

f. Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

Exercise and physical activity

g. This school understands the importance of all pupils taking part in sports, games and activities.

h. This school ensures all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.

i. Teachers and sports coaches are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities.

j. This school ensures all PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimize these triggers.

l. This school ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.

m. This school ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Education and learning

n. This school ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.

o. If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at this school understand that this may be due to their medical condition.

p. Teachers at this school are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN coordinator. The school's SEN coordinator consults the pupil, parents and the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.

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

a. This school's medical condition policy is reviewed, evaluated and updated every year.

b. In evaluating the policy, this school seeks feedback on the effectiveness and acceptability of the medical conditions policy with a wide-range of key stakeholders within the school and health settings. These key stakeholders include:

- + pupils
- + parents
- + school nurse and/or school healthcare professionals
- + headteacher
- + teachers
- + special education needs coordinator
- + pastoral support/welfare officer
- + first aider
- + all other school staff
- + the school employer
- + school governors.

c. The views of pupils with various medical conditions are actively sought and considered central to the evaluation process.

Further advice and resources

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