

# Wimbledon Chase Primary School

## Supporting Pupils with Medical Conditions Policy



### Vision Statement

**WIMBLEDON CHASE PRIMARY SCHOOL IS AN INNOVATIVE LEARNING COMMUNITY COMMITTED TO EXCELLENCE**

### Policy statement

Wimbledon Chase Primary School is an inclusive community that aims to support and welcome pupils with medical conditions. This school aims to provide all pupils who have medical conditions with the same opportunities as others at school.

At Wimbledon Chase we understand that medical conditions should not be a barrier to learning, so we will ensure that all staff understand their duty of care to children and young people in the event of an emergency and feel confident in knowing what to do in an emergency. This school aims to include all pupils with medical conditions in all school activities and there will be an expectation that medical intervention in school time should be minimised to ensure full access to the curriculum

Pupils with medical conditions are encouraged to take control of their condition and the school will make every effort to ensure that they are confident in the support they receive to help them do this.

This school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood. Therefore, we will ensure that all staff understand the common medical conditions that affect children at this school and receive training on the impact this can have on pupils.

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 enroll in the future.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with all relevant information. The school takes advice and guidance from Merton Council's School supervised medication information which states that;

***'If pupils need to take their own medicines it is essential that these are accompanied by written permission and instructions from the parent/guardian or GP'***

**Policy Issued: October 2016**

**Review Date: October 2018**

**Policy Owner: Mrs S Dotchin – Lead Medical Person**

### School and Community Consultation for the Policy.

Our medical conditions policy has been drawn up in consultation with key stakeholders, from both within the school and healthcare. These key stakeholders include:

- Pupils with medical conditions
- Parents
- Headteacher
- Teachers and support staff
- Inclusion Manager
- First aiders
- The local authority
- School nursing service
- Specialist healthcare workers
- Governors

The views of pupils with medical conditions are considered central to this policy. The school commits to developing this policy and acknowledging suggestions that may be put forward in the future.

### School and Community Involvement with the Policy.

Pupils are informed and regularly reminded about the policy:

- Through the school council
- In Personal, Social and Health Education lessons (P.S.H.E)
- Through school wide communication about the policy

Parents are informed and regularly reminded about the policy:

- When communication is sent out about Healthcare plans
- Via the school website where it is available all year round
- When their child is enrolled as a new pupil
- Through school wide communication about the policy

School staff are informed and regularly reminded about the policy:

- At scheduled medical conditions training
- Through the key principles of the policy being displayed in several prominent staff areas at this school
- Through school-wide communication
- All supply and temporary staff are informed of the policy, how to access it and their responsibilities

Relevant local health staff are informed and regularly reminded about the school's medical conditions policy:

- Through the school nursing service
- Via the school website where it is available all year round

Governors agree the policy and regularly review it.

### **Staff Training and Knowledge**

- Staff who work with groups of pupils at this school receive training and know what to do for the pupils in their care with medical conditions. Training is refreshed for relevant staff at least once a year
- Action for staff to take in an emergency, for the common serious conditions at this school, is displayed in prominent locations for all staff
- This school uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need medical assistance
- Staff are aware of the most common serious medical conditions at this school and they 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.

However, staff are aware that there is no legal or contractual duty to administer medication, or supervise a pupil taking medication, unless they have been specifically contracted to do so. The school accepts all employees have rights in relation to supporting pupils with medical needs as follows:

- choose whether or not they are prepared to be involved
- receive appropriate training
- work to clear guidelines
- have concerns about legal liability
- bring to the attention of management any concern or matter relating to supporting pupils with medical needs

### **General emergency procedures**

The school will ensure that 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
- New staff and supply staff are inducted into school processes
- If a pupil needs to be taken to hospital, and their parent or carer is not immediately available, a member of staff will accompany them and will stay with them until a parent/carers arrives. The school tries to ensure that the staff member will be one the pupil knows.
- This school has procedures in place so that a copy of the pupil's Healthcare Plan is sent to the emergency care setting with the pupil. When this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible. This school has made arrangements with the local hospital to ensure the timely transfer of Healthcare Plans to the hospital in the event of an emergency
- Staff should not take pupils to hospital in their own car. This school has clear guidance from the local authority on when (and if) this is appropriate

### **Administering medication**

In accordance with the school's medication policy:

- All pupils at this school with medical conditions have easy access to their medication. This will only be administered under the supervision of a named member of staff at the school - even if the pupil can administer the medication themselves (pupils will be

- encouraged to administer their own emergency medication when their parents and health specialists determine they are able to start taking responsibility for their condition).
- A record is kept of all medication administered.
  - All staff understand the importance of medication being taken as prescribed and training will be given to staff members who administer medication to pupils. At Wimbledon Chase Primary all medicines for children from Reception – Year 6 are kept in the school office. Medicines for children in Nursery are kept in the Nursery office.
  - When a pupil is off-site their medication will be carried by a responsible adult, who will be available to administer the medicine and assist the pupil. 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. This is always addressed in the risk assessment for off-site activities.
  - Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. If a trained member of staff, who is usually responsible for administering medication, is not available the school makes alternative arrangements to provide the service.
  - 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 in writing.
  - If a pupil misuses medication, either their's or another pupil's, their parents are informed as soon as possible. These pupils are subject to the school's usual disciplinary procedures.
  - If a pupil at this school refuses their medication, staff record this and contact parents soon as possible.

#### **Storing medicines at School**

- There is an identified member of staff who ensures the correct storage of medication at school. Medication is stored in accordance with instructions, paying particular note to temperature
- All controlled drugs are kept in a locked cupboard and only staff have access
- Three times a year the identified member of staff checks the expiry dates for all medication stored at school; this check is documented. 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
- 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

#### **Safe disposal of Medication**

- If parents do not pick up out-of-date medication, medication is taken to a local pharmacy for safe disposal
- Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis

- If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to school
- Collection and disposal of sharps boxes is dealt with appropriately

### **Record keeping & Healthcare Plans**

Parents at this school are asked if their child has any health conditions or health issues on the medical information form, which is filled out when they start at the school. Parents of new pupils starting at other times during the year are also asked to provide this information on medical information forms. Parents are asked to notify the school, in writing, should there be any changes.

### **Drawing up Healthcare Plans**

This school uses a Healthcare Plan to record important details about individual children's medical needs at school, e.g. 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 school hours, a medication form plus explanation is sent to the pupil's parents to complete.

If a pupil has a longer term medical condition that requires treatment or medication during school hours, the school, healthcare professional, parent and pupil with a medical condition (if appropriate), are asked to fill out the Healthcare Plan together.

### **School Healthcare Plan register**

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.

The responsible member of staff clarifies the details on a pupil's Healthcare Plan with the parents, if necessary.

### **Ongoing communication and review of Healthcare Plans**

- Parents at this school are regularly reminded to update their child's Healthcare Plan, for example if their child has a medical emergency or if there have been changes to their symptoms, or their medication and treatments change.
- Every pupil with a Healthcare Plan at this school has their plan discussed and reviewed at least once a year where the school will contact parents to check that information held by the school on a pupil's condition is accurate and up to date.
- An anonymised overview of the report will be given to governors annually summarising key issues that have emerged for the plans.

### **Storage and access to Healthcare Plans**

- Parents at this school are provided with a copy of the pupil's current agreed Healthcare Plan
- A central copy of Healthcare Plans are kept in the school office
- 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

- school makes sure that they are made aware of (and have access to) the Healthcare Plans of pupils in their care
- This school ensures that all staff protect pupil confidentiality
  - This school will allow the Healthcare Plan to be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day. Parents should notify the school if they do not consent to this.
  - This school seeks permission from the parents before sharing any medical information with any other party

### **Use of Healthcare Plans**

Healthcare Plans help the school to effectively support pupils with medical conditions in accessing the curriculum and wider school life.

Where a child is absent for over 15 days due to illness the school will consider reviewing or setting up a health care plan with school nursing/ GP. The aim of this review is to promote the child's attendance and engagement in school and maximise their access to the curriculum. Where this Healthcare plan review decides that the pupil cannot attend school on medical grounds a referral will be made to the Local Authority Medical Provision for consideration.

### **Consent to administer medicines**

If a pupil requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent, whether this is on a regular/daily basis or a short course of medicine.

### **Residential visits and School Trips**

- Parents are sent a residential visit/school trips 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
- 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
- If the form includes current issues of medication - a discussion is held with the parent about how the medical condition will be managed whilst on the trip
- All residential visit forms are taken by the relevant staff member on residential visits and out-of-school hours activities where medication is required. These are accompanied by a copy of the pupil's Healthcare Plan

### **Other record keeping**

This school keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and time are recorded. If a pupil refuses to have medication administered, this is also recorded and parents are informed as soon as possible.

This school holds training on common and specific medical conditions, led by a healthcare professional. Staff attending will receive a certificate confirming the type of training they have had. A log of the medical condition training is kept by the school and reviewed every 12 months to ensure staff are suitably trained.

## **Providing an inclusive environment for children with medical conditions at this school.**

### **Physical environment**

This school is committed to providing a physical environment that is accessible to pupils with medical conditions, this includes school trips and journeys.

### **Social interactions**

- 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
- 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
- All staff at this school are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying, safeguarding and behaviour policies
- 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**

- This school understands the importance of all pupils taking part in sports, games and activities.
- This school ensures all school staff and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.
- This school ensures all school staff and sports coaches understand that pupils should not be forced to take part in an activity if they feel unwell.
- School staff and sports coaches are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities.
- This school ensures all school staff and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising, and how to minimize these triggers.
- This school ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.
- 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**

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.

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.

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 Inclusion Manager. The school's Inclusion Manager 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.

### **Residential visits**

Risk assessments are carried out by this school prior to any out-of-school visit and medical conditions are considered during this process. Factors this school considers 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. This school understands that there may be additional medication, equipment or other factors to consider when planning residential visits.

### **Reducing or eliminating common triggers that can exacerbate medical conditions**

- This school is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.
- 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.
- The school has a list of potential triggers for the common medical conditions at this school. If required, the school will produce a trigger reduction schedule and will actively work towards reducing or eliminating these health and safety risks.
- Written information about how to avoid common triggers for medical conditions has been provided to all school staff.
- This school uses 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.
- The school reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to this school's policy and procedures are implemented after each review.

### **Roles and responsibilities**

This school works 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.

The following roles and responsibilities are used for the medical conditions policy at this school. These roles are understood and communicated regularly.

### **Governors**

"Governing Bodies - must make arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented. They should ensure that a pupil with medical conditions is supported to enable the fullest participation possible in all aspects of school life. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions."

***Supporting Pupils with Medical Conditions April 2014.***



Governors will receive annual updates as to the effective working of the policy, including numbers of pupils and key issues arising from school health care plans and training provided.

### **Headteacher**

#### **This school's Headteacher 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, pastoral support/EWOs, school nurses, parents, governors, the school health service, the local authority transport service, and local emergency care services
- Ensure the policy is put into action, with good communication of the policy to all
- Ensure every aspect of the policy is maintained
- 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
- Assess 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, manage Healthcare plans and maintain the school medical conditions register

### **All Staff**

#### **All staff at this school 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's medical conditions policy
- Know which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan
- Allow all pupils to have immediate access to their emergency medication
- Maintain effective communication with parents 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
- Be aware of pupils with medical conditions who may be experiencing bullying or need extra social support
- Ensure that they take a copy of the child's healthcare plan and any medication or food necessary on school trips
- 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
- Ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.
- Must not be given prescription medication or undertake a medical procedure without appropriate training / updated to reflect the individual Healthcare plan.

## **Teaching staff**

### **Teachers at this school 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, the pupil's healthcare professionals, Inclusion Manager and phase leader if a child is falling behind with their work because of their condition
- Use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions.

## **First aiders**

### **First aiders at this school have a responsibility to:**

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

## **Inclusion Manager**

### **The Inclusion Manager at this school will have the responsibility to:**

- Know which pupils have a medical condition and which have special educational needs because of their condition
- Ensure pupils who have been unwell catch up on missed schoolwork
- Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in tests

## **Lead Medical Person**

### **The Lead Medical Person will have the responsibility to:**

- Help update the school's medical conditions policy
- Liaise with parents about individual medical needs
- Support parents with children with specific medical needs
- Check the expiry date of medicines kept at school, manage Healthcare plans and maintain the school medical conditions register

## **Pupils**

### **The pupils at this school have a responsibility to:**

- Treat other pupils with and without a medical condition equally
- Tell their parents, teacher or nearest staff member when they are not feeling well
- Let a member of staff know if another pupil is feeling unwell
- Treat all medication with respect
- Know how to gain access to their medication in an emergency
- If mature and old enough, know how to take their own medication and to take it when they need it, under supervision
- Ensure a member of staff is called in an emergency situation.

## **Parents**

### **The parents of a child at this school have a responsibility to:**

- Tell the school if their child has a medical condition, in writing
- Ensure the school has a complete and up-to-date Healthcare Plan for their child, signed
- Inform the school about the medication their child requires during school hours
- Inform the school of any medication their child requires while taking part in visits, outings or residential trips and other out-of-school activities
- Tell the school about any changes to their child's medication, what they take, when, and how much, in writing
- Inform the school of any changes to their child's condition, in writing
- 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, when requested
- **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 catches up on any school work they have missed
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional

## **School nurse or school healthcare professional**

The School Nursing service will not necessarily be aware of all pupils' medical conditions, but there is a clear expectation from the school that the school nursing services will be involved in the care plan process, as appropriate, including the following:

- Supporting development and updating of Healthcare plans, regularly
- Informing the school of pupils in need for a Healthcare plan
- Helping update the school's medical conditions policy, including recommending training
- Helping to provide regular training for school staff in managing the most common medical conditions at school and advising training on less common conditions
- Collating relevant health information to support pupil, family and school to inform the health care plan
- Providing information about where the school can access other specialist training.
- Ensuring health care plans are designed to maximise attendance at school and engagement with learning, including effective reintegration to schools.
- The School Nurse will seek permission from the parent/s of children who have or require a health care plan

## **Local doctors and specialist healthcare professionals**

**Individual doctors and specialist healthcare professionals caring for pupils who attend this school, have a responsibility to:**

- Complete the pupil's Healthcare Plans provided by parents, when required
- Where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours
- Offer every child or young person (and their parents) a written care/self-management plan to ensure children and young people know how to self manage their condition

- Ensure the child or young person knows how to take their medication effectively
- Ensure children and young people have regular reviews of their condition and their medication
- Provide the school with information and advice regarding individual children and young people with medical conditions (with the consent of the pupil and their parents)

### **Emergency care services**

#### **Emergency care service personnel in this area have a responsibility to:**

- Have an agreed system for receiving information held by the school about children and young people's medical conditions, to ensure best possible care

The DfE guidance 2014 lists the following unacceptable practices. This Guidance identifies these issues and notes that it is important that there is a dialogue between school and parents so that the parent feels confident in the process.

#### **This school considers it to be unacceptable 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, (although this may be challenged);
- 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;
- Send children who have become ill 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 e.g. hospital appointments;
- 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, e.g. by requiring parents to accompany the child.

***From: Supporting Pupils at School with Medical Conditions 2014***

**The term 'parent' used throughout this policy implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.**