

MEDICAL CONDITIONS POLICY

	Who is responsible?	Additional details
Rode and Norton St Philip School Federation		
Policy written by: Carolyn Tommey, Headteacher, Caroline Corke, SENCo, Sam Nicol, EVC & Business Manager	Bill Jackson SEN Governor	
To be reviewed by October 2017		
Updating the policy and informing staff:	School Business Manager	
1. <u>Children with Medical Conditions Policy</u>	The Governor with responsibility for SEN and the head teacher	
a. We aim to ensure that all children, including those with medical conditions can continue to enjoy learning, friendships and play.	All staff	

b. Parents have the prime responsibility for their child's health and are required to provide the school (via the Head teacher) with information about their child's medical condition before they are admitted to the school, or as soon as the child first develops a particular medical need.	Parents	
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2. <u>Pupils with Short – Term Medical Needs</u>		
a. If children are unwell and unable to cope with a busy school day or if the child has an infectious or contagious condition they should not be sent to school. If they become ill during the day, parents/carers will be contacted by the school office in order that the child can be taken home.	Parents	
b. Many children will need to take medicines during the day at some time during their time in school. This will usually be for a short period only, perhaps to finish a course of prescribed antibiotics. Where possible doses should be given before or after school, however medicines may be brought into school if it would be detrimental to the child not to do so. Medicines should be brought to school in the original containers with the labels attached.	Parents	A Request to Administer Medication Form is available outside both School Offices

c. Parents should inform the school (using the forms available from the school office) about the medicines that their child needs to take and provide details of any further support required.	Parents	
3. <u>Responsibility for administering prescribed medication</u>		
a. The school will ensure that there are sufficient members of support staff who are employed, appropriately trained and willing to manage medicines. The type of training necessary will depend on the individual case. If they are in doubt about any procedure, staff	Head teacher	
will not administer the medicines but will check with the parents or a health professional before taking further action.		
4. <u>Record-keeping</u>		
a. Staff will complete and sign a record each time they give medicine to a child. (These are filed in children's individual pupil file when the course of prescribed medicine is completed.)	Class Teacher or Teaching Assistant or other staff member	Individual forms for each child's medication are held in the Medical File in each school office.

5. <u>Refusal to take medicine</u>		
a. If a child refuses to take medicine, staff will not force them to do so, but will note this in the records and inform parents of the refusal immediately.	Class Teacher or Teaching Assistant or other staff member	A note of refusal will be recorded on the individual medication form in the Medical File held in the school office.
b. If a refusal to take medicines results in an emergency, then the usual emergency procedures will be followed.		
6. <u>Storage of medication</u>		
a. All emergency medicines, such as asthma inhalers and adrenaline pens, will be safely stored and will be readily available. They are locked away due to the age of the children but <u>where children are considered safely able to take care of their own medicines they will be supported to do so.</u>	Class Teacher	

b. Some medicines need to be refrigerated. These will be kept in the staffroom fridge at Rode and in the kitchen fridge at Norton St Philip and access will be restricted to the refrigerator holding medicines.	Class Teacher or Teaching Assistant or other staff member	Children will not be allowed unsupervised in the Norton St Philip kitchen or Rode Staffroom.
7. <u>Absence from school for more than 15 days</u>		
a. For those children who attend hospital appointments or are admitted to hospital on a regular basis, special arrangements may also need to be considered. In this event advice may be sought	Class Teacher	
from Medical/ PEVP panel who might offer additional support from the Link Education Centres.		

<p>b. Children with medical needs may be unable to attend school for many reasons relating to their condition and in this event the school will make arrangements to link the child to suitable learning opportunities and will facilitate their links with other children so that friendships are sustained</p>	<p>Class Teacher</p>	
<p>8. <u>Pupils with Long Term or Complex Medical Needs</u></p>		
<p>a. Where a child's needs are particularly complex and could affect their ability to access the full curriculum or participate in other areas of school life, then special arrangements will be made. The PIMS Team and SENITAS may be contacted to support any adaptations to the curriculum.</p> <p>b. In some cases this might take the form of dedicated adult support, at certain times of the school day. Alternatively, the child's needs could be such that modifications to the learning environment and /or the provision of specialist aids will need to be considered.</p>	<p>SENCo</p>	
<p>9. <u>Individual Health Care Plans</u></p>		

<p>a. A written, individual health care plan will be developed where needed, to clarify for staff, parents and the child, the support that will be provided and what training may be required. This will include:</p> <ul style="list-style-type: none"> i. details of the child's medical condition, ii. any medication, iii. daily care requirements iv. action to be taken in an emergency, v. parents/carers details including emergency contact numbers. 	<p>SENCo</p>	
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<p>10. Those who may contribute to a health care plan include:</p> <ul style="list-style-type: none"> a. The school nurse, specialist nurses, children's community nurses, the child's GP or other health care professionals (depending on the level of support the child needs) b. The parents/ carers (and the child, if appropriate) c. The Head teacher and SENCo,/SEN Manager d. The class teacher , care assistant or teaching assistant e. Support staff who are trained to administer medicines or trained in emergency procedures. f. PIMS team <p>It is good practice to have a health care plan endorsed by a health care professional and in many cases it is essential to do so.</p>		
<p>11. The school will agree with parents how often they should jointly review a health care plan. The timing of this will depend on the nature of the child's particular needs. In most cases this will take place at the start of each school year; however, some plans will need to be reviewed more frequently depending on individual needs. Parents will be responsible for informing staff immediately if the pupil's medical needs or medication requirements change</p>	<p>SENCo</p> <p>Parents</p>	
<p>12. Healthcare plans and training are not transferable, even when children have the same condition.</p>	<p>SENCo</p>	

13. Training:		
a. If school staff need to be trained to administer medical procedures the school will contact the relevant health care professional, eg School Nurse, specialist nurse or children's community nurse. Parents cannot be responsible for leading this training but parents and children will be asked to participate and give advice and guidance on how they prefer things to be done.	SENCo	
b. Parents and school staff cannot cascade training that they have received when the training is specific to an individual child.	Head teacher	
c. School staff who have been trained are responsible for following and delivering the health care plan and if the child's condition alters they will contact an appropriate professional and the parents, making them aware of the change and requesting further training if needed or an alteration to the plan	Individual staff	
<p>d. School staff will request further training when needed, and professional updates at least once a year.</p> <p>e. Staff who have been trained in the child's care are responsible for following the procedures in children's care plans as they have been trained to do.</p>	Individual staff	

<p>f. The (Headteacher) will liaise with health care professionals and the trained staff to support and facilitate training refreshers and updates as needed.</p> <p>g. Individual staff are responsible for identifying and communicating any changes that they notice in the child's care needs. The SENCo will inform parents and health care professionals in writing and discuss whether further training is needed.</p>		
14. <u>Communicating Needs</u>		
<p>a. Health Care Plans for individual children are also kept in the classroom where they are accessible to all staff involved in caring for the child.</p>	Class Teacher	
<p>b. Further copies and full medical records are stored in the child's personal file.</p>	Business Manager/School Office Team	
15. <u>Educational visits (see also school's Trips Policy)</u>		

<p>a. Visits and school residential trips will be planned so that pupils with medical needs can participate and reasonable adjustments will be made.</p>	<p>All staff</p>	<p>EV5s Containing relevant medical information accompany</p>
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d. Arrangements for taking any necessary medicines will be made and if necessary an additional member of the support staff, or an appropriate volunteer might be needed to accompany a particular	Educational Visits Coordinator	
child. Children's parents will not be required to accompany their own children on school trips	Visit Leader	
e. If there is any concern about whether the school is able to provide for a child's safety, or the safety of other children on a visit, then parents will be consulted and medical advice sought from the school health service or the child's GP.	Head teacher	
16. <u>Sporting Activities</u>		
a. All children with medical conditions will be encouraged to participate as fully as possible in physical activities and extracurricular sport. For many, physical activity can benefit their overall social, mental and physical health and well-being. Staff will be sensitive to their individual needs and sufficient flexibility will be incorporated into the lesson planning for all children to be included in ways appropriate to their own abilities.	All staff	EV5s containing relevant medical information accompany all children on

<p>b. Any restrictions on a child's ability to participate in PE will be recorded in their individual health care plan. This will include a reference to any issues of privacy and dignity for children with particular needs.</p>		<p>educational visits.</p>
<p>c. Some children may need to take precautionary measures before or during exercise, and may also need to be allowed immediate access to their medicines such as asthma inhalers.</p>		<p>Risk Assessments for sporting activities will include specific reference to ensure that staff are aware</p>
		<p>of any medical needs, and relevant emergency procedures</p>

<p>18. <u>Insurance:</u></p> <p>This is a maintained school. The governing body will ensure that appropriate level of insurance is in place and appropriately reflects the level of risk. We link to the local authority as employers who are responsible for insurance arrangements of LA schools and their employees.</p> <p>SCC has in place Public Liability insurance that indemnifies SCC and SCC employees, including maintained schools, against legal liability to pay damages or compensation as a result of personal injury or damages arising out of SCC's business (including the business of maintained schools).</p> <p>This insurance does not apply to liability arising in whole or in part from:</p> <ul style="list-style-type: none"> • the provision of services by a hospital or clinic or by physicians, pharmacists or various other categories of medical professionals; • the prescribing of any drugs or medicines; • the use of equipment for diagnostic purposes; • the rendering or failure of any other medical or paramedical services (except as noted below). <p>However the insurance does apply to liability arising in whole or in part from</p>	<p>Governing Board</p>	
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| <ul style="list-style-type: none"> • emergency and/or first aid medical services; • the administering of drugs or medicines or procedures pre-prescribed by a medical practitioner and subject to any written guidelines by an employee of the public authority in connection with the business of SCC provided that no indemnity is available from any other source. | | |
| <p>Unacceptable Practice:</p> <p>It is not acceptable:</p> <p>to place children at risk for any reason, to exclude children from curriculum activities</p> <p>because of their medical condition to place requirements and responsibilities on</p> <p>parents to fill gaps in staffing or resources</p> | | |