

# CHBP School Federation

Brunswick Park Primary and Nursery School  
Osidge Lane,  
Southgate,  
London  
N14 5DU

Tel: 020 8368 3468  
Email: [office@brunswickpark.barnetmail.net](mailto:office@brunswickpark.barnetmail.net)



Church Hill Primary School  
Burlington Rise  
East Barnet  
Hertfordshire  
EN4 8NN

Telephone: 020 8368 3431  
Email: [office@churchhill.barnetmail.net](mailto:office@churchhill.barnetmail.net)

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*'As a federation, and as individual schools, we are committed to the wellbeing of all of our community - this is an integral part of each school's culture and ethos. Policies are formulated and implemented with this in mind, placing the wellbeing of all at the forefront at all times.'*

## Medical Conditions Policy

**DECEMBER 2018**

	Date
APPROVED BY GOVERNING BODY	5.12.18
RATIFIED BY GOVERNING BODY	5.12.18
NEXT REVIEW DUE	December 2019

## 1. Introduction

This policy has been developed taking into consideration advice from LA Health professionals and the guidance from the following organisations: The Anaphylaxis Campaign, Asthma UK, Diabetes UK, Epilepsy Action, and the Long Term Conditions Alliance.

## 2. Statement of Principle

Church Hill Brunswick Park School Federation is an inclusive community that aims to support and welcome students with permanent medical conditions and those who are subject to a temporary illness or injury. This means we see it as our responsibility to provide such students with the same opportunities offered to others by:

- Making the schools within the Federation welcoming and supportive to students with medical conditions who currently attend and to those who may enrol in the future.
- Making appropriate provision in order that all students have equal access to school facilities and a quality teaching and learning experience.
- Encouraging and supporting students with medical conditions to take control of their condition and feel confident in the support they receive from their school to help them do this.
- Including all students with medical conditions in all school activities as far as is practical and possible given their medical condition.
- Working with the parents and carers of students with medical conditions so that they may feel secure in the care their children receive at school.
- Ensuring all staff understand their duty of care to students and procedures to follow in the event of an emergency.
- Developing the confidence of all staff in knowing what to do in an emergency.
- Communicating the understanding to the whole school community that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
- Training all staff to understand the common medical conditions that affect children at both schools within the Federation and appreciate the impact this can have on students.
- Promoting this Medical Conditions Policy and the Schools' 'Disability Equality Scheme' so that they are understood and supported by the whole Federation and local health community.

## 3. Requirements and Procedures

- All teaching assistants will be trained in first aid.
- The SENCo will take responsibility for monitoring the needs of any children with medical conditions.
- A member of the administrative team has responsibility for maintaining the safe storage of medication as well as the administration of all the necessary paperwork relating to medical conditions.
- First aid is the responsibility of all staff, with staff receiving the appropriate training to deal with general first aid.
- When children are admitted into either school (whether into the Reception class or as an in year admission) all appropriate information relating to the medical

conditions of students will be passed onto the SENCo so that arrangements can be made to accommodate that students' needs.

- Students with medical conditions will have a Healthcare Plan agreed with parents and relevant NHS Health Professionals.
- Staff will be informed of students' medical conditions and how to accommodate them and deal with any form of emergency while in school.
- The schools will ensure that all medical information is kept confidentially in accordance with the Federation's Data Protection Policy.
- All staff attending off-site visits will be made aware of any student with medical conditions and receive necessary information and guidance as to what to do in an emergency.
- All supply and temporary staff will be informed of the MC policy and their responsibilities.
- Each school keeps a register of all staff that have received first-aid training.
- All fully trained first-aiders at each school are identified on a noticeboard in that school's medical room
- All staff are invited to undertake brief training via a health professional, in the administering of some medication, for example in the use of the Epi-pen.
- Where students have to self-administer a controlled drug, it is done so in the presence and under the supervision of the a member of the medical room staff or other named person
- Where necessary the support staff will undergo the necessary training where specific training for administering medication is needed.
- All medication is kept in a cabinet in the medical room.
- When advised to do so by health professionals, students are reminded to carry their emergency medication with them at all times.
- The preparation of food at Church Hill and Brunswick Park complies with the guidance as outlined by the Food Standards Agency (FSA) in the publication "Safer Food, Better Business for Caterers" relating to all food matters including: hygiene, nutrition and allergies.
- Information about students with a medical condition is prominently displayed in the school kitchen and medical room of the school which they attend.

#### **4. Safe Storage of Medication**

- Both schools have provision for secure storage for medication and refrigeration. This area in both schools always has adult supervision.
- All medication (emergency and non-emergency) is kept in an appropriate storage cupboard.
- All students who may need to administer or have access to their medication have a labelled container in which their medication is kept.
- When necessary medication is kept refrigerated.
- Support staff will keep a record of stored medication and will inform parents/carers when such medication needs to be replenished or replaced (due to expiry of use by dates). This check is done three times per academic year.

#### **5. Safe disposal**

- Parents/carers are asked to collect out-of-date medication.
- Where out-of-date medication is not collected it is taken to a local pharmacy for safe disposal.

- A sharps box is used for the collection of needles. The collection and disposal of sharps boxes is arranged through the LA's environmental services.

## **6. Record Keeping**

- When pupils are admitted in to each school, in Reception, the “All About Me” booklet contains a questionnaire so that parents can inform the school of any medical/health conditions.
- Parents of children being admitted in year are asked to complete a form regarding any medical conditions.
- Information regarding medical conditions is passed onto the SENCo
- Where necessary Healthcare Plans are drawn up with parents/carers and healthcare professionals which outline each student's need along with triggers, symptoms and medication.
- A central record of all Healthcare Plans is kept securely in each school.
- When necessary, a Healthcare Plan may well be sent with the student to hospital should they require to be taken to hospital in an emergency.
- All Healthcare Plans are reviewed annually or as advised by healthcare professionals.
- At both schools all accidents and injuries at that school are recorded in the accident folder. Accidents which require treatment other than immediate first aid in school are recorded in the Accident Book. An additional record is also kept for those students who require to be taken to hospital for treatment.

## **7. Consent to Administer Medicines**

- If a pupil requires regular prescribed or non-prescribed medication at school then parents/carers are asked to provide consent on the Healthcare Plan.
- If a pupil is taking short course medication then a separate form is completed along with the medication in its original packaging.
- All medication that is administered will be recorded, with date, time and dosage.

## **8. School Trips and Residential Visits**

- Consideration will be taken of the medical condition of the student in order to establish what reasonable provision needs to be made so that, whenever possible, they can participate in organised school trips or residential visits. This will form part of the risk assessment procedures including advice from the child's parents/carers where necessary. This will include consideration of physical need and the administering of medication. Parental/carers permission will be in the form of written consent.
- All school trips will have a member of staff accompanying the trip who has first-aid training. Should a pupil be required to be administered medication then clear instructions will be issued to the 'identified responsible person'. Any self-administered medication will also be done under the supervision of the 'identified responsible person'.
- A record of all medicines administered will be maintained during the trip, including details of date, time and dosage.

## **9. The Physical Environment**

- Both Church Hill School and Brunswick Park School are committed to providing a physical environment that is accessible to pupils with medical conditions.
- The schools' commitment to provide an accessible physical environment includes out-of-school visits. It is recognised that this sometimes means making reasonable adjustments which may include changing activities or locations.

## **10. Social interactions**

- The Federation and both individual schools ensure the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as breakfast club, school productions, residential visits, after school clubs and school events
- All staff at each 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 Federation and schools' anti-bullying 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

## **11. Exercise and Physical Activity**

- The Federation and both individual schools recognise the importance of all students taking part in sports, games and activities and all appropriate and reasonable provision is made by staff to make physical activity accessible to all students.
- The parents/carers and healthcare professionals involved with children with medical conditions are consulted about any physical activity to determine what is appropriate and safe.
- All staff are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities and are aware of the potential triggers for pupils' medical conditions when exercising and how to minimize these triggers.
- Both schools ensure all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.

## **12. Teaching and Learning**

- Both schools 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.
- If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at each school understand that this may be due to their medical condition.
- Teachers at both schools within the Federation 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.

- This school ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum.

### **13. Policy Review and Associated Policies**

This Medical Conditions Policy is reviewed, evaluated and updated annually. **Associated policies and documents are:**

SEN Policy  
School visits  
Health and Safety  
Equality information and objectives