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Name of policy: Medical Conditions Policy

REVISION HISTORY

	Date
APPROVED BY COMMITTEE	
RATIFIED BY GOVERNING BODY	
NEXT REVIEW	

Head Teacher _____ Date _____

Chair of Governors _____ Date _____

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.

Statement of Principle

Church Hill Primary School 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 school 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 the 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 this 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 this school and appreciate the impact this can have on students.
- Promoting this Medical Conditions Policy and the School's 'Disability Equality Scheme' so that they are understood and supported by the whole school and local health community.

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.
- There will be one member of the support staff on duty at all times who will attend to the welfare and medical needs of students, including maintaining the safe storage of medication as well as the administration of all the necessary paperwork relating to medical conditions.
- When children are admitted into the 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 school will ensure that all medical information is kept confidentially in accordance with the school'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.
- The school keeps a register of all staff that have received first-aid training.
- All fully trained first-aiders are identified on a noticeboard in the 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 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.

Safe Storage of Medication

- The school has a medical room which has secure storage for medication and refrigeration. This area always has adult supervision.
- All medication (emergency and non-emergency) is kept in a storage cupboard in the medical room.
- 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 in the medical room.
- 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.

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.

Record Keeping

- When pupils are admitted into the school in Reception the "All About Me Folder" 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 the medical room.
- 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.
- All accidents and injuries 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.

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.

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 the 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.

The Physical Environment

- Church Hill School is committed to providing a physical environment that is accessible to pupils with medical conditions.
- The school 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.

Social interactions

- 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 breakfast club, school productions, residential visits, after school clubs and school events
- 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 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

- Church Hill School recognises 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.
- This school ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.

Teaching 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 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.

This Medical Conditions Policy is regularly reviewed, evaluated and updated annually.

Associated Policies and Documents

SEN Policy
School visits
Health and Safety
Equality information and objectives