



Medical Conditions Policy

Policy statement

Woodside Group schools are inclusive communities that welcome and support pupils with medical conditions. Our schools aim to provide all pupils with any medical condition the same opportunities as others at school.

We will help to make sure they can:

- Be healthy
- Stay safe
- Make a positive contribution
- Enjoy and achieve
- Be successful after they leave school

Our schools make sure all staff understand their duty of care to children and young people in the event of an emergency. Our schools will make sure all our staff feel confident in knowing what to do in an emergency; all student-facing staff undertake Emergency Paediatric First Aid training, within their first full term of employment.

Our schools understand that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood. Our schools understand the importance of medication and care being taken as directed by healthcare professionals and parents.

Our staff understand the medical conditions that affect pupils at school. Staff receive relevant training on the impact certain medical conditions can have on pupils.

Roles & responsibilities

The person responsible for making sure this policy is followed at their base is:

- *The designated Head of Base and/or Headteacher*

Our medical conditions policy describes how the school will meet the needs of children and young people with long-term conditions, including diabetes.

Our Schools will:

- Provide children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other pupils. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.
- Listen to the views of pupils and parents.

- Ensure that pupils and parents feel confident in the care we provide and that the level of care meets their needs
- Ensure that staff understand the medical conditions of pupils at school and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.
- Ensure that all staff understand their duty of care to children and young people and know what to do in an emergency.
- Work to ensure that the whole school and local health community understand and support the medical conditions policy.
- Understand that all children with the same medical condition will not have the same needs.

This medical conditions policy has been created with input from different groups:

- Pupils, parents (any person or body with parental responsibility), school staff and relevant local health services have been invited to contribute.

The medical conditions policy is supported by a clear communication plan for staff, parents and others to make sure it's carried out fully:

- Pupils, parents and relevant local healthcare staff are informed of and reminded about the medical conditions policy through clear communication channels, including being displayed on the school website
- All staff understand and are trained in what to do in an emergency for children with medical conditions at this school:
- All school staff, including temporary or supply staff, are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency.
- All staff receive training in what to do in an emergency and this is refreshed at least once a year.
- All children with a medical condition at this school have an individual healthcare plan (IHP), which explains what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing it within emergency care settings.
- If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car, unless in an emergency, and authorised by the Headteacher to do so.

Pupils at our schools learn what to do in an emergency.

Each member of the school and health community knows their roles and responsibility in maintaining and carrying out an effective medical conditions policy:

- The school works in partnership with all relevant parties including the pupil (where appropriate), parent, all school staff, and healthcare professionals to make sure that the policy is planned, carried out and maintained successfully.
- Further detail on the roles and responsibilities for all relevant parties can be found at www.diabetes.org.uk/schools

Our schools make sure the whole school environment is welcoming and suitable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

Our schools are committed to providing a physical environment accessible to pupils with medical conditions and pupils are asked about what will help make the school accessible to them.

Our schools are also committed to providing an accessible physical environment for out-of-school activities.

Our schools make sure the needs of pupils with medical conditions are adequately considered so they can take part in structured and unstructured activities, extended school activities and residential visits.

All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's Anti-bullying policy, to help prevent and deal with any problems. They use opportunities in lessons to raise awareness of medical conditions to help promote a positive environment.

Our schools understand the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out-of-school clubs and team sports.

Our schools understand that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.

Our schools make sure that pupils have the appropriate medication, equipment and food with them during physical activity.

Our schools make sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as another child, and that appropriate adjustments and extra support are provided.

School staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. Our schools will not penalise pupils for their attendance if their absence relates to their medical condition.

Our schools will refer pupils with medical conditions who are finding it difficult to keep up educationally to the school's Head of Base who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.

Our schools make sure that a risk assessment is carried out before any out-of-school visit takes place, including work experience and educational placements. The needs of pupils with medical conditions are considered during this process and plans are put in place for

any additional medication, equipment or support that may be required.

Our schools are aware of the common triggers that can make medical conditions worse or can bring on an emergency. Our schools actively work towards reducing or eliminating these health and safety risks and, where relevant, have a written schedule of reducing specific triggers to support this.

Our schools are committed to identifying and reducing triggers both at school and out-of-school visits.

School staff have been given training and written information on medical conditions which includes avoiding or at least reducing exposure to common triggers. A list of the triggers for pupils with medical conditions at this school will be drawn up, in addition to a plan to reduce potential triggers. The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.

Record Keeping

Our schools have clear guidance about record keeping:

- Parents are asked if their child has any medical conditions on the enrolment form.
- Our schools use an IHP to record the support an individual pupil needs around their medical condition. The IHP is developed with the pupil (where appropriate), parents, school staff, specialist nurse (where appropriate) and relevant healthcare services
- Our school Headteachers ensure that there is a centralised register of IHPs, and an identified member of staff (Headteacher and/or Head of Base) has the responsibility for this register.
- IHPs are regularly reviewed, at least every year or whenever the pupil's needs change.
- The pupil (where appropriate), parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for the pupils in their care.
- Our schools make sure that the pupil's confidentiality is protected.
- Our schools seek permission from parents before sharing any medical information with any other party.
- Our schools meet with the pupil (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the pupil's IHP which accompanies them on the visit.
- Our schools keep an accurate record of all medication administered, including the dose, time, date and supervising staff.
- Our schools make sure that all staff providing support to a pupil have received suitable training and ongoing support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by the specialist nurse, school nurse or other suitably qualified healthcare professional or the parent. The specialist nurse, school

nurse or other suitably qualified healthcare professional will confirm their competence, and the school keeps an up-to-date record of all training undertaken and by whom.

Medication:

Our schools have clear guidance on providing care and support and administering medication at school:

- Our schools understand the importance of medication being taken and care received as detailed in the pupil's IHP.
- Our schools will make sure that there are at least 2 members of staff who've been trained to administer the medication and meet the care needs of an individual child. This includes escort staff for home to school transport if necessary.
- Our schools will make sure there are enough staff trained to cover any absences, staff turnover and other circumstances. This school's proprietor has made sure that there is the appropriate level of insurance and liability cover in place.
- Our schools will not give medication (prescription or non-prescription) to a child under 18 without parent's written consent except in exceptional circumstances. Every effort will be made to encourage the pupil to involve their parent, while respecting their confidentiality.
- When giving medication, for example pain relief, this school will check the maximum dosage and when the previous dose was given. Parents will be informed. Our schools will not give a pupil under 16 aspirin unless prescribed by a doctor
- Our schools will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.
- Parents of children at our schools understand that they should let the school know immediately if their child's needs change.
- If a pupil misuses their medication, or any one else's, their parent is informed as soon as possible and the school's disciplinary procedures are followed.

Our school makes sure that all staff understand what an emergency is for an individual child and makes sure that emergency medication or equipment is easily available wherever the child is in the school or on off-site activities, and is not locked away. Pupils may carry their emergency medication with them if they wish and it's appropriate. Pupils may, if advised by healthcare professionals (and with permission from the headteacher), carry their own medication and equipment or they should know exactly where to get it from. Pupils can carry controlled drugs (eg; inhalers, insulin etc) if they're able to look after them properly. If not, the school will store them securely but accessibly.

Only named staff should have access to medication. Only specially trained staff can give a controlled drug to a pupil.

- Our schools have clear guidance on the storage of medication and equipment at school
- Our schools will make sure that all medication is stored safely, and that pupils with medical conditions know where it's stored and will have immediate access to it at

all times, if the requirement is confirmed by a medical professional.

- Our schools will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this is insulin, which must still be in date, but will generally be supplied in an insulin injector pen or pump.
- Medication which requires refrigeration will be stored in a dedicated refrigerator, which is not widely accessible to others
- Parents are asked to collect all medications and equipment at the end of the school term, and provide new and in-date medication at the start of each term.
- Where relevant, the school disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

Monitoring & review

Our schools review all medical emergencies and incidents to see how they could have been avoided, and, where appropriate, changes made to school policy according to these reviews.

The medical conditions policy is reviewed, evaluated and updated on a regular basis. In evaluating the policy, our schools seek feedback from pupils, parents, school healthcare professionals, specialist nurses and other relevant healthcare professionals, and school staff. Obtaining 'student voice' in relation to this policy also plays a key role in its evaluation.