

Moston Fields School policy document	
Policy Title	Children with Medical Conditions Policy, including the Administration of Medicines and First Aid

Last Review: March 2023

Ratified by the full governing body:

Next Review: March 2025

Moston Fields Primary School is an inclusive community that welcomes and supports pupils with medical conditions.

Moston Fields Primary School understands that pupils can suffer from long term, short term, chronic and acute illnesses and will make all reasonable efforts to provide for all pupils without exception or discrimination. This includes both physical and mental health conditions.

On entry to the school all parents/carers will be required to disclose in the initial interview any medical condition the child has. This information will be recorded on induction, followed up by referral to the SENDCo and appropriate actions put in place to assist the child. At this point parent/carers will be advised about relevant policies.

Moston Fields Primary School will make all reasonable efforts to provide for all pupils with any medical condition the same opportunities as others at school, enabling them to play a full and active role in school life, remain healthy and achieve their academic potential.

We will help to ensure they can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution

Moston Fields Primary School (from here on known as 'this school') makes sure all staff understand their duty of care to children and young people and know which key staff to contact in the event of an emergency.

All nominated staff feel confident in knowing what to do in an emergency.

This school understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.

This school understands the importance of medication and care being taken as directed by healthcare professionals and/or parents/carers.

All pupils with specified medical conditions will have an Individual Healthcare Plan (IHP) written as soon as possible after diagnosis and reviewed at least annually or more often if necessary.

Key staff understand the medical conditions that affect pupils at this school.

Staff receive training on the impact medical conditions can have on pupils.

This school ensures that sufficient staff receive appropriate first aid training and have easy access to first aid equipment. There are a number of First Aid boxes and Asthma Kits located on each of the three floors of the school, at strategic points. There is also a portable defibrillator located in the main office. Full, portable first aid kits are taken on any off site visits. A list of staff trained in first aid and/or particular medical conditions is kept in the office.

This school ensures this policy is applied across the curriculum, including PE and Educational Visits.

In the main, it is office staff who are responsible for administering medication. Occasionally, for specific reasons as recorded in the IHP, this may be delegated to a named member of staff. This medical conditions policy, including first aid and its implementation is responsibility the SENDCO.

In case of fire/ emergency, the named member of school staff will take out the defibrillator and an asthma kit to the designated safe space.

All medical conditions are logged on the school's Arbor and the Edukey system, allowing all staff to easily access medical information.

Policy Framework

The policy framework describes the essential criteria for how the school can meet the needs of children and young people with long term and short term medical conditions and those suffering from unexpected illness or injury at school.

1) This school is an inclusive community that supports and welcomes pupils with medical conditions.

- The school makes every reasonable effort to 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.

- This school will listen to the views of pupils and parents.
- This school will ensure all pupils joining at normal transition times will have arrangements in place to manage their medical condition by the beginning of that term. Any pupil joining the school mid-term will have arrangements in place within no longer than two weeks. It is the responsibility of the phase leader to ensure this is in place. If required they may seek guidance from the SENDCO.
- Key staff understand the medical conditions of pupils at this school and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.
 - Healthcare training as needed is provided for staff, including asthma.
 - A list of children diagnosed with asthma kept within the asthma kits to inform staff of next steps if an asthma attack occurs.
- All staff understand their duty of care to children and young people and key staff know what to do in an emergency.
- This school understands that all children with the same medical condition will not necessarily have the same needs.
- This school understands that some children who have medical conditions may also have disabilities and / or special educational needs and this policy may be read in conjunction with the school's SEND policy and the SEND code of practice.

2) This school's medical conditions policy is drawn up in consultation with local key stakeholders within both the school and health settings.

- Stakeholders should include parents, pupils, school nurse, school staff, governors, the school employer and relevant local health services.

3) The medical conditions policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation.

- Pupils, parents, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels.
 - The policy will be available on request at the School Office and provided to parents where children have ongoing significant medical needs.
 - All staff will be reminded of the policy and how it is implemented at induction and through annual policy review procedures.

4) All staff understand their responsibilities in ensuring a duty of care to children and know who to contact in the event of an incident requiring First Aid or an emergency at school.

- All school staff, including temporary or supply staff (and volunteers if and when appropriate), are aware of the medical conditions at this school and understand their duty of care to pupils in need of medical care or who to contact in an emergency.

- All staff receive training in what to do in an emergency.
 - All staff know who the current First Aiders in school are and refer to them as needed.
- Consideration of the number of First Aiders is kept under review with training refreshed as needed.

- All staff should be familiar with normal procedures for avoiding infection and follow basic hygiene procedures. Staff have access to suitable disposal equipment to safely deal with spillages of blood or other bodily fluids, including the changing of dressings.
- All children with a medical condition at this school have an Individual Healthcare Plan (IHP), which explains what help they will need in an emergency. The Individual Healthcare Plans include a pen portrait of the child including all key information. In addition to this they will include, where applicable, regular medical protocol, Emergency Medical protocol, a Personal Evacuation plan and additional Risk assessments to be completed for any off site visits/trips.

IHPs should be developed in the context of assessing and managing risks to the pupil's education, health and social wellbeing and to minimise disruption.

IHPs should consider:

- The medical condition, its trigger, signs, symptoms and treatment
- The pupil's resulting needs, including medication (its side-effects and storage) and other treatments, dose, time, facilities, equipment, testing, dietary requirements and environmental issues.
- Specific support for the pupil's educational, social and emotional needs, for example how absences will be managed, requirements for extra time to complete work, rest periods or additional support including counselling.
- The level of support needed, including in emergencies. If a child is self-managing their own medication, this should be clearly stated with arrangements for monitoring.
- Who will provide this support, their training needs, expectations of their role and confirmation of their proficiency to provide support for the pupil's medical needs from a healthcare professional.
- Who in school needs to be aware of the child's condition and the support required.
- Written permission from parents and the head teacher for medication to be administered
- Separate arrangements or procedures required for school trips or other school activities outside the normal school timetable that will ensure the pupil can participate, e.g. risk assessments.
- Arrangements for travel to and from school and what should be done if an emergency arises (at this school we request that the parent, or an appropriate representative, delivers and collects the pupil to and from school)

- Where confidentiality issues are raised by the parent or pupil, the designated individuals to be entrusted with information about the child's condition
- What to do in an emergency, including who to contact and contingency arrangements.

5) All key First Aid staff understand and are trained in the school's general emergency procedures.

- All key First Aid staff know what action to take in an emergency and receive updates at least yearly. Training is provided as a refresher as needed and policies and procedures are discussed with staff when a child with an IHP is in their care. Training needs will be identified and discussed at least annually as part of the school's appraisal process. The induction of new staff will include training for supporting pupils with medical needs, as required.
- Any member of staff providing support to a pupil with medical needs will have received suitable training.
 - Additional First Aid training qualifications have been completed by Forest School Leaders.
- If a pupil needs to attend hospital 999 protocol will be followed. One member of staff (preferably known to the pupil) will stay with them until a parent or legal guardian arrives, or accompany a child taken to hospital by ambulance. A trained First Aider will be called in this situation.

6) This school has clear guidance on providing care and support and administering medication and first aid at school.

- This school understands the importance of medication being taken and care received as detailed in the pupil's IHP.
- This school will make sure that there are several members of staff who have been trained to administer the medication and meet the care needs of an individual child. This school will ensure there are sufficient members of staff trained to cover any absences, staff turnover and other contingencies.
- This school will not give medication to a child under 16 without a parent's written consent. Normally medication may only be administered if prescribed by a healthcare professional. Medication will only be accepted where it is in its original container, complete with dispensing label including the child's name and instructions for administering from a qualified healthcare professional. The only exception to this would be administering over the counter pain killers such as Calpol. This can be administered with parental consent.
- Medicines will only be administered at school when it would be detrimental to the pupil's health not to do so and where it is not clinically possible to arrange doses to be taken solely outside of school hours.
 - If medication has been administered by a member of staff, it is essential that the time, dosage and member of staff are logged.
 - A clear list of pupils who have medication in school to be logged and displayed in the school office.
- Children at this school will not administer their own medication, unless they have received appropriate training and it is the wish of the pupil and their parent. This will be recorded on their IHP. A member of staff must be present to supervise and be prepared to intervene if necessary to ensure the child's health and safety are not compromised. Whilst pupils will be encouraged to keep themselves healthy, and self-care is to be promoted, this school

recognises that some pupil's needs may be complex and some medical conditions can be fatal if not managed well.

- If a pupil refuses to take their medication or carry out a necessary procedure, staff should not force them to do so. Parents will be informed.
- This school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site educational visit and the needs of the pupil, associated risks and how these are to be managed will be included in the personal risk assessment for the visit.
- Parents at this school understand that they should let the school know immediately if their child's needs change and provide enough information to ensure their needs are met.

7) This school guidance on the storage of medication and equipment at school is as follows:

- This school makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication / equipment is readily available wherever the child is in the school and on off-site activities, and is not locked away. Pupils may carry their emergency medication / equipment with them if this is appropriate or know where and how to access it. Children at this school know to ask any member of staff and that they may have immediate access to their medication when required. In this school medications are stored safely in the school office or the school office fridge if required to be stored at a controlled temperature.
- This school will store medication that is in date and labelled in its original container. The exceptions to this are insulin and adrenalin (auto-injector), which although must still be in date, will generally be supplied in an injector pen or pump.
- This school disposes of needles and other sharps in line with local policies. Sharps boxes are held securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

8) This school has clear guidance about record keeping

- This school uses an IHP to record the support an individual pupil needs around their medical condition. The IHP is developed with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.
- IHPs are reviewed regularly, 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, including Lunchtime Organisers, are aware and have access to the IHPs for pupils in their care.
- This school makes sure that the pupil's confidentiality is protected.
- This school seeks permission from parents before sharing medical information with any other party.
- This school meets with the pupil (where appropriate), parent, specialist nurse (where appropriate), and relevant healthcare services prior to any extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded on the pupil's IHP which will accompany them on the visit.

- This school keeps an accurate record of all additional medication administered, including the dose, time, date and supervising staff.

9) This school strives to ensure that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

- This school is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. This school is also committed to an accessible environment for out of school activities.
- This school makes sure the needs of pupils with medical conditions are adequately considered and where possible, catered for, to enable their involvement in structured and unstructured activities, including extended school activities.
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge to help prevent and deal with any problems. They use opportunities such as PSHE to raise awareness of medical conditions to help promote a positive environment.
- This school understands 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.
- This school understands 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 condition when exercising and how to minimise these.
- This school makes all reasonable efforts to ensure that pupils have the appropriate medication / equipment / food available during physical activity.
- This school makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided. This seeks to provide fair and appropriate access.
- All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. This school will not penalise pupils for their attendance if their absences relate to their medical condition. Short term absences, including those for medical appointments are effectively managed as per the school's attendance policy.
- This school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENDCo who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.
- This school makes sure that a risk assessment is carried out before any out of school educational visit. 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.

10) Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.

- This school works in partnership with all relevant parties including the pupil (where appropriate), parent, governing body, staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
 - Currently the school does not have any access to the NHS School Nurse offer (since 2020)
- The governing body should ensure parents are aware of the school's complaints policy and procedures should they be dissatisfied with the support provided to their child.

11) Incidents and safeguarding

- Following any incident linked to a medical condition a debriefing session will be held to review the incident.
 - In the very rare event that staff have concerns that the administration of medicine raises safeguarding issues the head teacher will be informed and appropriate steps taken.

Monitoring of this Policy

This policy will be reviewed through the Policy Committee and monitoring of the effectiveness of this policy lies with the SENDCo, Headteacher and School Business Manager.

Copies of this policy will be made available for parents on request.