Tidbury Green School
Dickens Heath Road
Tidbury Green
Solihull
B90 1QW

Policy Name

Medical Conditions in School

Date of Review

Autumn Term 2024

Next Review Date

Autumn Term 2026

Agreed by Governors

Autumn 2024

Date

October 2024

Policy:	Medical Conditions in School Policy
People authorised to make changes to this policy:	• Mrs R Fitter • Mrs E Smith
Committee responsible for approving policy:	Full Governing Body

Questions for the reviewer of this policy:	
Does this policy comply with statutory requirements and is relevant legislation and guidance referenced in the policy?	Yes
Does the policy reflect current evidence-based good practice?	Yes
Is the policy consistent with the vision and ethos of the school?	Yes
Does the policy reflect current practice in the school?	Yes

After policy review:	
Changes made:	Terminology updates
Expected impact of updated policy:	Health and Safety of pupils, staff and visitors
Updated policy sent to governors:	Autumn Term 2024
Updated policy sent to staff:	Autumn Term 2024
Updated policy put on website:	N/A

To be read in conjunction with:
The Administration of Medicines in Schools January 2015
Supporting Pupils in School with Medical Conditions December 2015

Tidbury Green School is an inclusive community that welcomes and supports pupils with medical conditions.

This school provides all pupils with any medical condition the same opportunities as others at school.

We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic wellbeing once they left school.

The school makes sure all staff understand their duty of care to children and young people in the event of an emergency. All 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 parents. Staff receive training on the impact medical conditions can have on pupils.

All staff understand the medical conditions that affect any pupil at this school.

The Headteacher and Governing Body are responsible for this medical conditions policy and its implementation.

This policy framework describes the essential criteria for how the school can meet the needs of children and young people with long-term conditions and short term medical needs. It has been adapted from a sample Medical Conditions Policy shared by Diabetes UK. It should be read alongside Solihull's 'The Administration of Medicines in Schools and Settings January 2015 and 'Supporting pupils at school with medical conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England', DfE 2015.

This policy will be reviewed every two years.

Complaints by parents or others should be discussed initially, as appropriate, with the class teacher or head teacher. It is desirable that complaints should be dealt with informally in the first instance, but a record of concerns will be kept. If that is not possible, then a written, formal complaint should be registered with the head teacher, unless it is a matter concerning the head teacher, when it should be directed to the Chair of Governors. Parents may request a copy of the full complaints procedure from the school's business manager.

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

- This school is welcoming and supportive of pupils with medical conditions. It provides 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.

- Pupils and parents feel confident in the care they receive from this school and the level of that care meets their needs.

- Staff understand the medical conditions of pupils at this school and that they may be serious, they may adversely affect a child's quality of life and/or impact on their ability to learn.

- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.

- The whole school and local health community understand and support the medical conditions policy.

- This school understands that all children with the same medical condition will not have the same needs.

- The school recognises that duties in the Children and Families Act and the Equality Act relate to children with disability or medical conditions.

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

- Solihull Local Authority

- Governing Body

3 The medical conditions policy is supported by a clear communication plan for staff, parents/carers 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 for example, the school website and governing body meetings.

4 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 will receive training in what to do in an emergency and this is refreshed at least once a year.

- This school will, in partnership with parents and health care professionals, give careful consideration to whether an individual healthcare plan (IHP) is appropriate or proportionate. The development of a plan will be led by the school nurse team.

- A pupil's individual healthcare plan will explain 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 the IHP within emergency care settings.

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

- All staff, including temporary or supply staff, will know what action to take in an emergency and receive updates at least yearly.

- 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.

6 This school has clear guidance on providing care and support and administering medication 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 includes escorting staff for home to school transport if necessary. This school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. This

school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.

- This school will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances, and every effort will be made to encourage the child to involve their parent, while respecting their confidentiality.

- When administering medication, for example pain relief, this school will check the maximum dosage and when the previous dose was given. Parents will be informed. This school will not give a child under 16 aspirin unless prescribed by a doctor.

- This school will make sure that a trained member of staff is available to accompany a child with a medical condition on an off-site visit, including overnight stays.

- This school will not require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues.

- Parents at this school understand that they should let the school know immediately if their child's needs change.

7 This school has clear guidance on the storage of medication and equipment at school.

- 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. Emergency medication/equipment is stored in a locked cupboard in the first aid room.

- This school will make sure that all medication is stored safely, and that pupils with medical conditions know where they are at all times and have access to them immediately.

- This school 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 though must still be in date, will generally be supplied in an insulin injector pen or a pump.

- Parents are asked to collect all long-term medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term. Once a course of short-term medication is completed, it should be collected by parents to dispose of appropriately.

8 This school has clear guidance about record keeping.

- Any first aid treatment is recorded on a First Aid app which will email a child's priority one contact to notify them that the child has received first aid treatment. The school will also hold this information.

- Where appropriate and proportionate, this school uses an IHP (Individual Health Care Plan) to record the support an individual child's needs around their medical condition. The IHP is developed by the school nurse, with the child (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.

- This school has a centralised register of IHPs, and an identified member of staff has the responsibility for this register.

- IHPs are regularly reviewed by the school nurse team, whenever the child's needs change.

- The child (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 children in their care.

- This school makes sure that the child's confidentiality is protected.

- This school seeks permission from parents before sharing any medical information with any other party.

- This school meets with the child (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 child's IHP which accompanies them on the visit.

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

- This school makes sure that all staff providing support to a child have received suitable training and on-going support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the child's IHP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence (where appropriate), and this school keeps an up-to-date record of all training undertaken and by whom.

9 This school ensures that the whole school environment is inclusive and favourable to children 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 children with medical conditions and they are consulted to ensure this accessibility. This school is also committed to an accessible physical environment for out-of-school activities.

- This school makes sure the needs of children with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.

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

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

- This school understands that all relevant staff are aware that children should not be forced to take part in activities if they are unwell. They should also be aware of children who have been advised to avoid/take special precautions during

activity, and the potential triggers for a child's medical condition when exercising and how to minimise these.

- This school makes sure that children have the appropriate medication/equipment/food with them during physical activity.

- This school makes sure that children 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.

- All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a child's medical condition. This school will not penalise children for their attendance if their absences relate to their medical condition.
- This school will refer children with medical conditions who are finding it difficult to keep up educationally to the SENCO/Additional Learning Needs Co-ordinator/Special Educational Needs Advisor who will liaise with the child (where appropriate), parent and the child's healthcare professional.

- This school makes sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of children 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 This school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency.

- This school is committed to identifying and reducing triggers both at school and on out-of-school visits.

- School staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers. It has a list of the triggers for children with medical conditions at this school, has a trigger reduction schedule and is actively working towards reducing/eliminating these health and safety risks e.g. if a child has a severe nut allergy, school may consider asking staff/parents of other children not to bring in peanut butter sandwiches.

- The IHP details an individual child’s triggers and details how to make sure the child remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities.