



Alsager School

MEDICAL CONDITIONS POLICY

REVIEW DATE: JUNE 2021

Prepared by Andrea O'Neill, Head of School
June 2020

Presented to Alsager School's Governing Body,
at the
Finance Committee on June 17 2020 and subsequently approved
and adopted on the same date

Chair of Finance Committee: David Edwards

Signature:

Date: June 17th 2020

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Rationale

Our core purpose is to enable all students to learn and to achieve.

To facilitate this:

- Alsager school is an inclusive community that aims to support and welcome pupils with medical conditions
- Alsager school aims to provide all students with all medical conditions the same opportunities as others at school.

Purpose

- Alsager school will provide a framework for dealing with illness or injury in a fair manner and will refer to LA Guidelines, National Guidelines, Medical Conditions at School Policy, and Every Child Matters Principles. This school's medical conditions policy has been drawn up in consultation with a wide range of local key stakeholders within both the school and health settings.

We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well-being
- The school ensures 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 can be potentially life threatening, particularly if ill managed or misunderstood
- This school understands the importance of medication being taken as prescribed
- All staff understand the common medical conditions that affect children at this school.

Policy framework

1. Alsager school is an inclusive community that aims to support and welcome students with medical conditions.
2. Alsager 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.
3. The medical conditions policy is supported by a clear communication plan for staff, parents* and other key stakeholders to ensure its full implementation.
4. All relevant staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school.
5. All staff understand and are trained in the school's general emergency procedures.
6. Alsager school has clear guidance on the administration of medication at school.
7. Alsager school has clear guidance on the storage of medication at school.
8. Alsager school has clear guidance about record keeping.
9. Alsager school, as far as is reasonably possible, ensures that the whole school environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.
10. Alsager school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is continually working towards reducing or eliminating these health and safety risks.
11. Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.
12. The medical conditions policy is regularly reviewed, evaluated and updated.

* The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.

Policy guidelines

- 1. Alsager School is an inclusive community that aims to support and welcome students with medical conditions.**
 - a. Alsager School understands that it has a responsibility to make the school welcoming and supportive to students with medical conditions who currently attend and to those who may enrol in the future.
 - b. Alsager School aims to provide all children with all medical conditions 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 well-being
 - c. Students with medical conditions are encouraged to take control of their condition. Students feel confident in the support they receive from the school to help them do this.
 - d. Alsager school aims to include all students with medical conditions in all school activities.
 - e. Parents* of students with medical conditions feel secure in the care their children receive at this school.
 - f. Alsager school ensures all staff understand their duty of care to children and young people in the event of an emergency.
 - g. All staff feel confident in knowing what to do in an emergency.
 - h. Alsager school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
 - i. All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact this can have on students.
 - j. The medical conditions policy is understood and supported by the whole school and local health community.

* The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority

- 2. The school's medical conditions policy has been drawn up in consultation with a wide range of local key stakeholders within both the school and health settings.**
 - a) These key stakeholders include:
 - students with medical conditions
 - parents
 - school nurse
 - head teacher
 - teachers
 - special educational needs coordinator
 - pastoral care/welfare officer
 - members of staff trained in first aid
 - all other school staff
 - local healthcare professionals
 - school governors
 - b) The views of students with various medical conditions were actively sought and considered central to the consultation process.
 - c) This school recognises the importance of providing feedback to those involved in the development process and is committed to acknowledging input and providing follow-up to suggestions put forward.
- 3. The medical conditions policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation**
 - a) Students are informed and regularly reminded about the medical conditions policy:
 - through school-wide communication via the school website where it is available all year round
 - b) On an annual basis all parents are reminded of the school's medical conditions policy
 - at the start of the school year for those students who have a known medical condition when communication is sent out about Healthcare Plans
 - when their child is enrolled as a new student
 - through school-wide communication via the school website where it is available all year round
 - c) School staff are informed and regularly reminded about the medical conditions policy:
 - Reminding them before Healthcare Plans are distributed to parents.

- 4. All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school.**
 - a) All staff at this school are aware of the most serious medical conditions at this school.
 - b) Staff at this school understand their duty of care to students in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.
 - c) All staff who work with groups of students at this school should know where to get help and assistance in an emergency for the students in their care with medical conditions.
 - d) A list of pupils with the most serious conditions at this school is displayed in the staffroom for all staff.
 - e) Alsager School uses Healthcare Plans to inform the appropriate staff of students in their care who may need emergency help.
 - f) Alsager School has procedures in place so that a copy of the student's Healthcare Plan is sent to the emergency care setting with the student. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.

- 5. All staff understand and are trained in the school's general emergency Procedures**
 - a) All staff know what action to take in the event of a medical emergency. This includes:
 - how to contact emergency services and what information to give
 - who to contact within the school.
 - b) Action to take in a general medical emergency is displayed in prominent locations for staff.
 - c) If a student needs to be taken to hospital, and the parent has not arrived at school, a member of staff will always accompany them and will stay with them until a parent arrives (if the student is under 16 years of age). The school tries to ensure that the staff member will be one the student knows.
 - d) Staff should not take students to hospital in their own car. This school has clear guidance from the local authority on when (and if) this is appropriate.

- 6. Alsager School has clear guidance on the administration of medication at school.**

Refer to the Administration of Medication in school policy.

- 7. Alsager School has clear guidance about record keeping.**

Data collection sheets

- a. Parents at this school are asked if their child has any health conditions or health issues on an annual basis through the data collection process. Parents of new students starting at other times during the year are also asked to provide this information on admissions.

Healthcare Plans

Drawing up Healthcare Plans

- b. This school uses a Healthcare Plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required.
- c. A Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of students with a long-term medical condition. This is sent:
 - At the start of the school year
 - At enrolment
 - When a diagnosis is first communicated to the school.
- d. If a student has a short-term medical condition that requires medication during school hours, a request to store medication form, plus explanation is given to the student's parents to complete. This form can also be found in the student planner.
- e. The parents, healthcare professional (if required) and student (if appropriate) with a medical condition, are asked to complete the student's Healthcare Plan together. Parents then return these completed forms to the school.
- f. Alsager School ensures that a relevant member of school staff is also present, if required, to help draw up a Healthcare Plan for students with complex healthcare or educational needs.

School Healthcare Plan register

- g. Healthcare Plans are used to create a centralised register of students with medical needs. An identified member of staff has responsibility for the register.
- h. The responsible member of staff follows up with the parents any further details on a student's Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

Ongoing communication and review of Healthcare Plans

- i. Parents at this school are annually reminded to update their child's Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change.
- j. Every student with a Healthcare Plan at this school has their plan reviewed at least once a year.

Storage and access to Healthcare Plans

- k. Parents are provided with a copy of the student's current agreed Healthcare Plan.
- l. Healthcare Plans are kept in a secure central location.
- m. All members of staff who work with groups of students have access to the Healthcare Plans of students in their care.
- n. Staff are instructed that all students information must be protected to maintain confidentiality.

Educational visits

- o. Risk assessments are carried out by this school prior to any out-of-school visit and medical conditions are considered during this process. Factors this school considers include: how all students will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.
- p. This school understands that there may be additional medication, equipment or other factors to consider when planning residential visits. This school considers additional medication and facilities that are normally available at school.
- q. Risk assessments are carried out before students start any work experience or off-site educational placement. It is this school's responsibility to ensure that the placement is suitable, including travel to and from the venue for the student. Permission is sought from the student and their parents before any medical information is shared with an employer or other education provider.

The Governing Body

The Governing Body has a responsibility to:

- ensure the health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all students). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips
- ensure health and safety policies and risk assessments are inclusive of the needs of students with medical conditions
- make sure the medical conditions policy is effectively monitored and evaluated and regularly updated
- report to parents, students, school staff and the local authority about the successes and areas for improvement of this school's medical conditions policy
- provide indemnity for staff who volunteer to administer medication to students with medical conditions.

Head teacher

This school's head teacher has a responsibility to:

- ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- liaise between interested parties including students, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents, governors, the school health service, the local authority transport service, and local emergency care services
- ensure the policy is put into action, with good communication of the policy to all
- ensure every aspect of the policy is maintained
- ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using students' Healthcare Plans
- ensure student confidentiality
- assess the training and development needs of staff and arrange for them to be met
- ensure all supply teachers and new staff know the medical conditions policy
- delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register
- monitor and review the policy at least once a year
- report back to all key stakeholders about implementation of the medical conditions policy.

All school staff

All staff at this school have a responsibility to:

- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- understand the school's medical conditions policy
- know which students in their care have a medical condition and be familiar with the content of the student's Healthcare Plan
- allow all students to have immediate access to their emergency medication
- maintain effective communication with parents including informing them if their child has been unwell at school
- ensure students who carry their medication with them have it when they go on a school visit or out of the classroom
- be aware of students with medical conditions who may be experiencing bullying or need extra social support
- understand the common medical conditions and the impact it can have on students (students should not be forced to take part in any activity if they feel unwell)
- ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure students have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teaching staff

Teachers have a responsibility to:

- ensure students who have been unwell catch up on missed school work
- be aware that medical conditions can affect a student's learning and provide extra help when students need it
- liaise with parents, the student's healthcare professionals, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition
- use opportunities such as SPIRIT learning and other areas of the curriculum to raise student awareness about medical conditions.

School nurse

The school nurse has a responsibility to:

- help update the school's medical conditions policy
- help provide regular training for school staff in managing the most common medical conditions at school
- provide information about where the school can access other specialist training.

First aider

First aiders have a responsibility to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school
- when necessary ensure that an ambulance or other professional medical help is called.

Special educational needs coordinators

Special educational needs coordinators have the responsibility to:

- help update the school's medical condition policy
- know which students have a medical condition and which have special educational needs because of their condition
- ensure students who have been unwell catch up on missed schoolwork
- the SENCO has responsibility for transitional arrangements
- ensure teachers make the necessary arrangements if a student needs special consideration or access arrangements in exams or course work.

Student Services

Student Services has the responsibility to:

- help update the school's medical conditions policy
- know which students have a medical condition and which have special educational needs because of their condition
- ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in.

The Child

- Children who are competent will be expected to take responsibility for managing their own medicines and procedures. Full details can be found on the Administration of Medication Policy.
- If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- Where a child is not able to self-administer medication, the medication will be administered by a member of staff. Full details can be found on the Administration of Medication Policy.

Staff Training

Teachers and support staff who undertake responsibilities under this policy will receive the following training externally:

- EPIPEN Training

The clinical lead for this training is the School Nursing Team.

- Other specific training will be considered on a case by case basis but it must be reasonable and proportionate in terms of the implications for staff and expectations for parents/carers

Avoiding Unacceptable Practice

Alsager School understands that the following behaviour is unacceptable:

- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents.
- Ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school
- Sending the pupil to the medical room or school office alone if they become ill.
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

Complaints

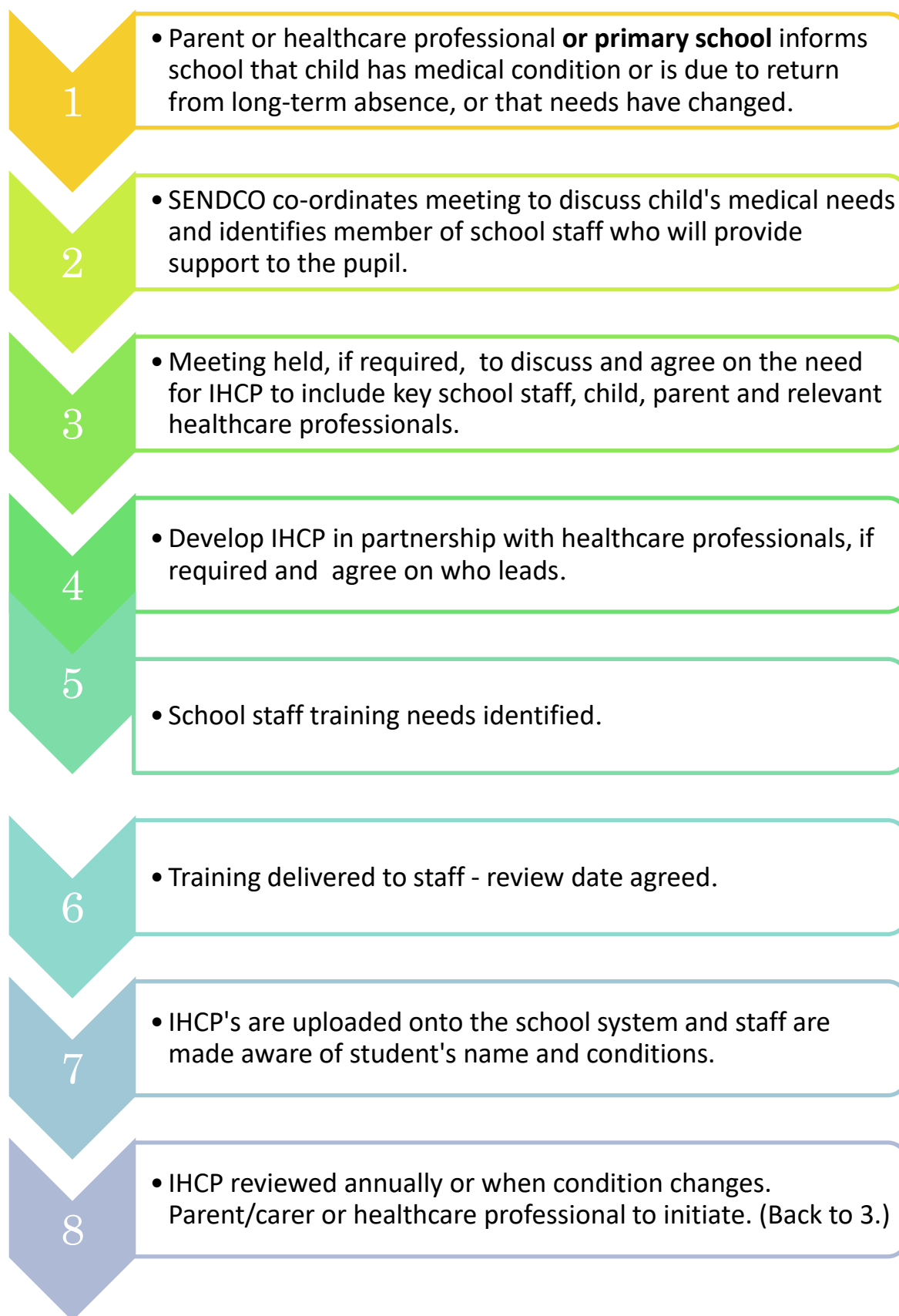
The details of how to make a complaint can be found in the Complaints Policy:

Appendices: These can all be found below:

1. Individual Healthcare Plan implementation procedure
2. Individual Healthcare Plan template
3. Parental agreement for the school to administer medicine template
4. Record of medicine administered to an individual child for a short period of time template
5. Record of medicine administered to an individual child for a long time period template
6. Staff training record – administration of medicines
7. Contacting emergency services
8. Model letter inviting parents to contribute to individual healthcare plan development

Appendix 1

Individual Health Care Plan (IHCP) implementation procedure



APPENDIX 2



Alsager School

An Achieving School - A Caring Community

NAME	
ADDRESS	

Healthcare Plan for a Pupil with Medical Needs

Photograph of student	Date:
	Review Date: Annually, or when change is required

Student Name:	
Date of Birth:	
Reg Group:	
Medical Practice:	
Hospital Contact:	

Medical Condition(s)

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Contact Information

<u>Family Contact 1</u> Detailing name, relationship, parental responsibility (T=true, F=false), home and mobile telephone numbers.	
<u>Family Contact 2</u> Detailing name, relationship, parental responsibility (T=true, F=false), home and mobile telephone numbers.	

Describe condition and give details of Pupil's individual symptoms:

Daily care requirements: (e.g. before sport/at lunchtime)

Describe what constitutes an emergency for the Pupil and, the action to take if this occurs:

Follow up care:

Who is responsible in an Emergency: (state if different on off-site activities)

On site – Teacher in charge of lesson, first aider.

Off site – (trip/visit/activity) Teacher in charge and first aider attending from school. First aiders available on site of trip/visit/activity.

SIGNATURE		DATE
PARENT/CARER SIGNATURE		
ALSAGER SCHOOL STAFF SIGNATURE		

Appendix 3 - REQUEST TO STORE MEDICATION

I request that _____ (full name of student) _____
(form group) be allowed to self-administer the following medicine(s) while at school:

Name of medicine _____ Date Prescribed _____

Duration of Course _____ Dosage Prescribed _____

Medicine to be taken in school:

Dosage to be taken _____ Time(s) to be taken _____

I confirm that the above medication has been prescribed by the family doctor, dentist or a hospital doctor. It is in the original packaging, clearly labelled indicating contents, dosage and child's name in FULL.

I confirm that one dose of medication has been taken by the child, at home, under the supervision of a parent before bringing their medication into school.

I understand that the medicine must be delivered to school by me or the under-mentioned responsible adult:

Name: _____

I understand that the medicine will be kept in the school office in a secure place and that my son/daughter will attend the office at the appropriate times and self-administer the medicine. The remainder will then be secured in the designated place.

The responsibility for administration for the medicine at all times remains with me or my child. The school accepts no responsibility for administering or supervising the administering of the medicine.

I understand that the school has no responsibility for ensuring that the correct dosage is self-administered.

I accept that this is a service which the school is not obliged to undertake and also agree to inform the school of any change of dosage immediately.

Signed _____ (Parent/Carer) Date _____

Address _____

Note to parents/Carers:

1. Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child and that the administration is agreed by the Headteacher.
2. This agreement will be reviewed on a termly basis.
3. The Governors and Headteacher reserve the right to withdraw this service

APPENDIX 4 – SHORT TERM MEDICATION RECORD

Name		Form	
Medication		Dosage required	
Duration of Course:		Time to be Given	
Date			
Time Given		Signature	Comments

Date Received into School		Received by:	
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APPENDIX 5
LONG TERM MEDICATION RECORD

Name		Form	
Medication		Dosage required	
Time to be Given			
Date	Signature	Comment	

Date Received into School		Received by:	
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APPENDIX 6

STAFF TRAINING RECORD – ADMINISTRATION OF MEDICINES

Name of school/setting:

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Name:

--

Type of training received:

--

Date of training completed:

--

Training provided by:

--

Profession and title:

--

I confirm that _____ has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated by _____.

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____

APPENDIX 7

CONTACTING EMERGENCY SERVICES

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

- Your telephone number – **01270 871100**
- Your name.
- Your location as follows: **Alsager School, Hassall Road, Alsager, ST7 2HR.**
- The exact location of the patient within the school.
- The name of the child and a brief description of their symptoms.
- The best entrance to use and state that the crew will be met and taken to the patient.

APPENDIX 8 –

MODEL LETTER INVITING PARENTS TO CONTRIBUTE TO INDIVIDUAL HEALTHCARE PLAN DEVELOPMENT

Date

Dear Parent/Carer of _____

RE: DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR YEAR 6 CHILD

We have been informed that your child may have a medical condition; either by yourself or their primary school. For your information, I enclose a copy of the school's policy for supporting pupils at school with medical conditions.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents/carers, pupils and the relevant healthcare professional if appropriate, who can advise on your child's case. The aim is to ensure that we know how to best support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one.

We will need to make judgements about how your child's medical condition impacts their ability to participate fully in school life. The level of detail within the plan will depend upon the complexity of your child's condition and the degree of support needed.

Please find enclosed a blank Individual Healthcare Plan which I would be obliged if you could complete as soon as possible and return to school, marked for the attention of the school office supervisor. A stamped addressed envelope is enclosed for your convenience.

Once we have received the plan back in school it may be necessary to discuss matters with you further, if this is the case we will make contact with you. If you would like to discuss matters with school please contact school office on 01270 871100 in the first instance.

Yours sincerely

R Walker

Mrs R Walker
SENDSCO