



## Sherford Vale School

Policy adopted by Governing Body .....

Review date .....

### Supporting Children with Medical Conditions Policy

#### POLICY STATEMENT

**Sherford Vale School is an inclusive community that welcomes and supports pupils with medical conditions. Sherford Vale School endeavours to provide 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 leave school.

The named member of school staff responsible for this medical conditions policy and its implementation is: Mrs Susie Evans

#### POLICY FRAMEWORK

**The policy framework describes the essential criteria for how Sherford Vale School can meet the needs of children and young people with long-term medical conditions.**

##### **1. Sherford School is an inclusive community that supports and welcomes pupils with medical conditions.**

- Sherford Vale School is welcoming and supportive of pupils with medical conditions. It does its utmost to provide children with medical conditions the same opportunities and access to activities (both school based and out-of-school) as other pupils. No child will be denied admission to Sherford Vale School on the grounds of their medical condition.
- Sherford Vale School will listen to the views of pupils and parents.
- We will endeavour to ensure that:-
  1. All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
  2. Staff understand the medical conditions of pupils at Sherford Vale School and that they may be serious, adversely affecting a child's quality of life and impact on their ability to learn.
  3. The whole school understands and support the medical conditions policy.
- Sherford Vale School understands that all children with the same medical condition may not have the same needs.

- Sherford Vale School recognises that duties in the Children and Families Act (England only), the Equality Act (England, Wales and Scotland) and the Disability Discrimination Act (Northern Ireland only) relate to children with disability or medical conditions and are anticipatory.

**2. Sherford Vale 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.**

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

**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 children with a medical condition should have an individual healthcare plan (IHP).**

- An IHP details exactly what care a child needs in school, when they need it and who is going to give it.
- It should also include information on the impact any health condition may have on a child's learning, behaviour or classroom performance.
- This should be drawn up with input from the child (if appropriate) their parent/carer, relevant school staff and healthcare professionals, ideally a specialist if the child has one.

**5. Appropriate staff are trained in what to do in an emergency for children with medical conditions at Sherford Vale School.**

- School staff, including temporary or supply staff, are made aware of the medical conditions of pupils at Sherford Vale School and their duty of care to such pupils in an emergency.
- Appropriate staff receive training in what to do in an emergency and this is refreshed as necessary.
- A child's IHP should 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.

**6. Appropriate staff understand and are trained in Sherford Vale School's general emergency procedures.**

- Appropriate staff know what action to take in an emergency and receive updates as necessary.
- 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 exceptional circumstances, given the school's locality, in which case another adult will also be in attendance.

## **7. Sherford Vale School has clear guidance on providing care and support and administering medication at school.**

- Sherford Vale School understands the importance of medication being taken and care received as detailed in the pupil's IHP.
- Sherford Vale School will make sure that there is more than one member of staff who has 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. Sherford Vale School will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. Sherford Vale School's governing board will ensure that there is the appropriate level of insurance and liability cover in place.
- Sherford Vale School will not give medication (prescription or non-prescription) to a child without a parent's written permission. (Medication quantities will be checked and recorded when handed to the school.)
- When administering medication, for example pain relief, Sherford Vale School will check the maximum dosage and when the previous dose was given. Parents will be informed. Sherford Vale School will not give a pupil aspirin unless prescribed by a doctor.
- Sherford Vale School 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 at Sherford Vale School **must** let the school know immediately if their child's needs change.
- If a pupil misuses their medication, or anyone else's, their parent is informed as soon as possible and Sherford Vale School's disciplinary procedures are followed.

## **8. Sherford Vale School has clear guidance on the storage of medication and equipment at school.**

- Sherford Vale School makes sure that 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. Pupils may carry their emergency medication with them if they wish and this is deemed to be appropriate.
- Pupils may carry their own medication/equipment if this is deemed appropriate and/or they should know exactly where to access it.
- Sherford Vale School will keep controlled drugs stored securely with only named staff having access. Staff at Sherford Vale School can administer a controlled drug to a pupil once they have had specialist training.
- Sherford Vale 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.
- Sherford Vale 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 medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term.

- Sherford Vale 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.

#### **9. This school has clear guidance about record keeping.**

- Parents at Sherford Vale School are asked if their child has any medical conditions on the enrolment form.
- Sherford Vale 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.
- Sherford Vale School has a centralised register of IHPs, and an identified member of staff 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.
- Sherford Vale School makes sure that the pupil's confidentiality is protected.
- Sherford Vale School seeks permission from parents before sharing any medical information with any other party.
- Sherford Vale School meets 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.
- Sherford Vale School keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
- Sherford Vale School makes sure that all staff providing support to a pupil and other relevant teams 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/other suitably qualified healthcare professional and/or the parent. The specialist nurse/ school nurse/other suitably qualified healthcare professional will confirm their competence, and this school keeps an up-to-date record of all training undertaken and by whom.

#### **10. Sherford Vale School ensures 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.**

- Sherford Vale School is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. Sherford Vale School is also committed to an accessible physical environment for out-of-school activities.

- Sherford Vale School makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- Staff are aware of the potential social problems that pupils 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.
- Sherford Vale 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.
- Sherford Vale School understands and ensures that all relevant staff are aware that pupils with recognised medical conditions 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 or take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these eg asthma sufferers
- Sherford Vale School makes sure that pupils have the appropriate medication/equipment/food with them during physical activity.
- Sherford Vale School endeavours to ensure 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.
- School staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. Sherford Vale School will not penalise pupils for their attendance if their absences relate to their medical condition.
- Sherford Vale School will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCO who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.
- Sherford Vale School makes sure that a risk assessment is carried out before any out-of-school 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, where possible. Where appropriate individual plans are carried out in liaison with parents and pupil.

**11. Sherford Vale School is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. Sherford Vale School is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this.**

- Sherford Vale 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 pupils with medical conditions at this school, has a trigger reduction schedule and is actively working towards reducing/ eliminating these health and safety risks.

- 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.
- This school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

**12. Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), Sherford Vale School will work with the local authority and education provider to ensure that the child receives the support they need to reintegrate effectively.**

- Sherford Vale School is committed to keeping in touch with a child when they are unable to attend school because of their condition.

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

- Sherford Vale School works in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing board, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

**14. The medical conditions policy is regularly reviewed, evaluated and updated.**

- In evaluating the policy, Sherford Vale School seeks feedback from key stakeholders including pupils, parents, school healthcare professionals, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services, governors and the school employer. The views of pupils with medical conditions are central to the evaluation process.

**NB The following templates will be used for all current pupils and new pupils with medical conditions:**

## Template A: individual healthcare plan

Name of school/setting

Sherford Vale School

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

### Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

### Clinic/Hospital Contact

Name

Phone no.

### G.P.

Name

Phone no.

Who is responsible for providing support in school

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

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

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to



## Template B: parental agreement for setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by

Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness

|                      |
|----------------------|
|                      |
| Sherford Vale School |
|                      |
|                      |
|                      |
|                      |
|                      |

### Medicine

Name/type of medicine  
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency

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|--|
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|  |
|  |
|  |

**NB: Medicines must be in the original container as dispensed by the pharmacy**

### Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to

|                          |
|--------------------------|
|                          |
|                          |
|                          |
|                          |
| [agreed member of staff] |

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

## Template C: record of medicine administered to an individual child

|                                  |                      |
|----------------------------------|----------------------|
| Name of school/setting           | Sherford Vale School |
| Name of child                    |                      |
| Date medicine provided by parent |                      |
| Group/class/form                 |                      |
| Quantity received                |                      |
| Name and strength of medicine    |                      |
| Expiry date                      |                      |
| Quantity returned                |                      |
| Dose and frequency of medicine   |                      |

Staff signature \_\_\_\_\_

Signature of parent \_\_\_\_\_

|                         |  |  |  |
|-------------------------|--|--|--|
| Date                    |  |  |  |
| Time given              |  |  |  |
| Dose given              |  |  |  |
| Name of member of staff |  |  |  |
| Staff initials          |  |  |  |

|                         |  |  |  |
|-------------------------|--|--|--|
| Date                    |  |  |  |
| Time given              |  |  |  |
| Dose given              |  |  |  |
| Name of member of staff |  |  |  |
| Staff initials          |  |  |  |

**C: Record of medicine administered to an individual child (Continued)**

|                         |  |  |  |
|-------------------------|--|--|--|
| Date                    |  |  |  |
| Time given              |  |  |  |
| Dose given              |  |  |  |
| Name of member of staff |  |  |  |
| Staff initials          |  |  |  |

|                         |  |  |  |
|-------------------------|--|--|--|
| Date                    |  |  |  |
| Time given              |  |  |  |
| Dose given              |  |  |  |
| Name of member of staff |  |  |  |
| Staff initials          |  |  |  |

|                         |  |  |  |
|-------------------------|--|--|--|
| Date                    |  |  |  |
| Time given              |  |  |  |
| Dose given              |  |  |  |
| Name of member of staff |  |  |  |
| Staff initials          |  |  |  |

|                         |  |  |  |
|-------------------------|--|--|--|
| Date                    |  |  |  |
| Time given              |  |  |  |
| Dose given              |  |  |  |
| Name of member of staff |  |  |  |
| Staff initials          |  |  |  |

## Template D: record of medicine administered to all children

Name of school/setting

Sherford Vale School

[illegible]

## Template E: staff training record – administration of medicines

|                            |                      |
|----------------------------|----------------------|
| Name of school/setting     | Sherford Vale School |
| Name                       |                      |
| Type of training received  |                      |
| Date of training completed |                      |
| Training provided by       |                      |
| Profession and title       |                      |

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature \_\_\_\_\_

Date \_\_\_\_\_

**I confirm that I have received the training detailed above.**

Staff signature \_\_\_\_\_

Date \_\_\_\_\_

Suggested review date

## Template F: 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.**

1. your telephone number
2. your name
3. your location as follows: Sherford Vale School, Hercules Road, Sherford, Plymouth
4. state what the postcode is – PL9 8FA (please note that postcodes for satellite navigation systems may differ from the postal code)
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be and taken to the patient
8. put a completed copy of this form by the phone

**NB – nearest defibrillator is located outside the school Main Entrance. An access code will be required.**

## Template G: model letter inviting parents to contribute to individual healthcare plan development

Dear Parent

### **DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD**

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to 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 on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely

Susie Evans

Headteacher