



*respect    resilience    responsibility*

## Medical Conditions Policy

Date:            September 2018

Review Date: September 2019

Woodlands is an inclusive community that welcomes and supports students with medical conditions. This school provides all students with any medical condition the same opportunities as others at school.

The school will help to ensure they can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic wellbeing once they leave school

Woodlands makes sure all staff understand their duty of care to students in the event of an emergency.

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

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

The school understands the importance of medication and care being taken as directed by healthcare professionals and parents.

All staff understand the medical conditions that affect students at Woodlands and they receive training on the impact medical conditions can have on students.

The policy should be read in conjunction with the following:

- Health and Safety Policy
- School Accessibility and Disability Equality Policy

This policy describes the essential criteria for how the school can meet the needs of the students with long term medical conditions.

**Woodlands is an inclusive community that supports and welcomes students with medical conditions**

The school is welcoming and supportive of students with medical conditions. It provides them with the same opportunities and access to activities (both school based and out of school) as other students. No student will be denied admission or prevented from taking up a place at Woodlands because arrangements for their medical condition have not been made.

The school will listen to the views of students and parents. They will feel confident in the care they receive from the school and the level of care meets their needs.

Staff understand the medical conditions of students at Woodlands and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn. All staff understand their duty of care to students and know what to do in the event of an emergency.

The whole school and local health community understand and support this policy.

The school understands that all students with the same medical condition will not have the same needs. We also recognise the duties in the Children and Families Act and The Equality Act relate to children with disability or medical conditions and are anticipatory.

**The Medical Conditions Policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation**

Students, parents, relevant local healthcare staff and other external stakeholders are informed by the SENCO of, and reminded about this policy via meetings, emails and training sessions. The SENCO and Welfare Officer will liaise termly and update staff accordingly regarding any changes.

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

The IHP will detail exactly what care a student 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 student's learning, behaviour or classroom performance.

The IHP should be drawn up with an input from the student (if appropriate), their parent or carer, relevant school staff and healthcare professionals.

**All staff understand and are trained in what to do in an emergency for students with medical conditions at school.**

All school staff are aware of the medical conditions at this school and understand their duty of care to students in an emergency.

All staff receive training in what to do in an emergency and this will be refreshed annually.

A student's IHP should explain what to do in an emergency. The IHP will go with a student should they need to attend hospital in an emergency provided that parental permission has been sought and recorded for the IHP to be shared with emergency care settings.

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

All staff including supply staff should know what action to take in an emergency and receive training on an annual basis and a record of attendance will be taken. As part of the induction programme training for new staff will be delivered by the SENCO and Welfare Officer and a record of attendance will be kept.

If a student needs to attend hospital, a member of staff will stay with them until a parent/carer arrives, or accompany the student taken to hospital by ambulance. Staff will not take students to hospital in their own car.

**This school has clear guidelines on providing care and support and administering medication at school.**

The school understands the importance of medication being taken and care received as detailed in the student's IHP and Health and Safety Policy.

The Welfare Officer's job description provides for the administration of medicine to be undertaken, although it is recognised that this is a purely voluntary function. Staff should ensure that a witness is present when administering medicines to students.

Where the Head Teacher decides that a prescribed medicine is to be administered in school, a written instruction must be received from the parent/carer on the relevant form and details of any medication given are recorded on the correct form. (See Health and Safety Policy)

The school should not take responsibility for non-prescribed medicines such as cough mixture unless this is supported by written instruction from the child's medical practitioner. School staff can administer paracetamol tablets to students providing there is written instruction from the parent/carer on the relevant form and the parent/carer has been contacted by telephone prior to the dose being administered. Paracetamol tablets will not be administered until contact has been made with the parent/carer. Paracetamol tablets will be stored in the medical cupboard for this purpose.

Students with long term medical conditions should be encouraged to administer medication themselves wherever possible.

The school will have generic inhalers and epi-pens to use in an emergency.

The school will complete a risk assessment for a student with a medical condition prior to an offsite activity taking place to determine if a trained member of staff needs to accompany the student on the activity.

Parents understand that they should notify the school immediately if their child's needs change.

If a student misuses their medication or anyone else's, their parent will be informed as soon as possible and the school's Behaviour for Learning Policy will be followed.

**This school has clear guidelines on the storage of medication and equipment at school.**

The school makes sure that all staff understand what constitutes an emergency for an individual students and makes sure that emergency medication/equipment is readily available both in school and during an offsite activity. Students may carry their emergency medication with them if they wish and this is appropriate. Students should know exactly how to access their medication if they don't carry it with them.

All medicines must be clearly labelled with the student's name and instructions for usage. These will be stored safely in the medical room. Ritalin, as a class A drug, must be stored securely according to legislation.

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.

The school disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely and are disposed of in line with LA procedures.

**This school has clear guidelines about record keeping.**

Parents/carers at Woodlands are asked if their child has any medical conditions when they are enrolled.

The school uses an IHP to record the support an individual student needs around their medical condition. The IHP is developed with the student (where appropriate), parent, school staff and specialised nurse and/or relevant healthcare services (where appropriate).

The IHPs are reviewed, at least annually or whenever the student's needs change and a copy is held in the medical room. A booklet of students with medical conditions is produced for staff and they are made aware of the need for confidentiality.

The school will seek permission from parents before sharing any medical information with any other party.

Prior to a residential or extended day offsite activity the school will plan with the student (if appropriate), parent and relevant healthcare services for any extra care requirements that may be needed. This is recorded in the student's IHP which should accompany them on the visit.

The school keeps an accurate record of all medication administered including the dose, time, date, member of staff who administered it and the witness.

The school will keep a record of the training received by staff.

**This school ensures that the whole school environment is inclusive to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.**

Woodlands is committed to providing a physical environment accessible to student with medical conditions and students are consulted to ensure this accessibility. The school is also committed to an accessible physical environment for out of school activities.

This school makes sure the needs of students 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 students with medical conditions may experience and use this knowledge, alongside the school's Behaviour for Learning Policy, 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.

The school understands the importance of all students 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 students including extra-curricular clubs and team sports.

The school understands that all relevant staff are aware that students should not be forced to take part in activities if they are unwell. They should also be aware of students who have been advised to avoid/take special precautions during activity, and potential triggers for a student's medical condition when exercising and how to minimise these. Students should have the appropriate medication/equipment/food with them during physical activity.

Woodlands makes sure that students 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 student's medical condition.

The school will refer students with medical conditions who are finding it difficult to keep up educationally to the SENCO who will liaise with student, parents and healthcare professional (where appropriate).

A risk assessment must be carried out before any offsite activity including work experience or educational placements take place. The needs of students with medical conditions are considered during this process and plans put in place for any additional medication, equipment or support that may be required.

**This school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks.**

Woodlands is committed to identifying and reducing triggers both at school and on offsite activities. 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 students with medical conditions at this school and is actively working towards reducing/eliminating these health and safety risks.

The IHP details an individual student's triggers and details how to make sure the student remains safe throughout the whole school day and offsite activities. Risk assessments are completed on all offsite activities taking into account the needs of students with medical conditions.

The school reviews all medical emergencies and incidents to see how they could have been avoided and changes school policy if necessary.

**Where a student is returning to school following a period of hospital education or alternative provision, this school will work with the LA and education provider to ensure that the child receives the support they need to reintegrate effectively.**

The school will work in partnership with all relevant parties to ensure that the reintegration is planned, the plan is implemented and maintained successfully.

**Each member of the school and health community knows their roles and responsibilities in maintaining and implementing this policy effectively.**

The school will work in partnership with all relevant parties including the student (where appropriate, parent, Governing Body, all school staff, Interserve FM staff including the catering team and healthcare professionals to ensure that this policy is planned, implemented and maintained successfully.

Woodlands is committed to keeping in touch with a student when they are unable to attend school because of their condition.