



## **THE VINEYARD SCHOOL**

### **Medical Conditions Policy**

**Date of policy: September 2019**

**Reviewed date: September 2020**

**Persons responsible: Deputy Headteacher and School Business Manager**

#### **POLICY STATEMENT**

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

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

We will help to ensure that they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution

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 debilitating and potentially life threatening, particularly if poorly managed or misunderstood.

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

All staff understand the medical conditions that affect pupils at this school. Staff receive training on the impact certain medical conditions can have on pupils.

The named members of school staff responsible for this policy and its implementation are: Richard Rosewell (DHT) and Svetlana Sanders (SBM).

## **POLICY FRAMEWORK**

### **The Vineyard is an inclusive community that supports and welcomes pupils with medical conditions.**

- This school endeavours to be welcoming and supportive of pupils with medical conditions, providing children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other pupils whenever possible.
- 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 individual 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.
- 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 provides risk assessments in order to assess, provide for and meet the medical needs of all pupils, on and off site.
- The school recognises that duties in the Children and Families Act (England only) and the Equality Act (England, Wales and Scotland) relate to children with disability or medical conditions and are anticipatory.

### **The Vineyard'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 include pupils, parents, school nurse, school staff, governors, the school employer, relevant local health services and relevant supporter organisations when appropriate.

### **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 in a variety of forums such as whole school INSET, displayed information, briefing meetings, on the school website and on one-to-one basis with teachers and/or parents.

### **All children with a medical condition will 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 will also include information on the impact any health condition may have on a child's learning, behaviour or classroom performance.
- This will 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.
- Folders containing relevant information are kept in classrooms, the medical room and in the staffroom

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

- All school staff are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency.
- Supply staff are informed on a 'need-to-know' basis, dependent upon the longevity of their stay within the school and classes they are asked to teach.
- All staff receive training in what to do in an emergency and this is reviewed annually or in response to changes in condition and/or medication.
- 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.
- The location of medicines within a classroom is identified by a green First Aid sign.

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

- All staff know what action to take in an emergency and receive regular updates in weekly briefings.
- In the event of a serious incident an ambulance is called and a parent, or member of staff, accompanies the pupil to hospital. If a parent does not accompany the child they are asked to go immediately to the hospital. It may be appropriate to transport a pupil to hospital without using an ambulance. This should be on a voluntary basis and with explicit parental consent. In the event that parents cannot be contacted a decision will be made by the headteacher as to action to be taken. In cases staff must ensure they have specific cover from their insurance company.

### **The Vineyard has clear guidance 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 pupil's IHP.
- This school makes 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 school will endeavour to 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 only administer medicine prescribed by a doctor and to a child under 16 with a parent's written consent. In the case of the use of emergency inhalers or emergency Epipens (AAI) written parental consent must be obtained and if required, also be approved and signed by the child's healthcare professional this must then be mentioned on individual children's IHP.
- 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 visit, including overnight stays.
- Parents at this school understand that they should let the school know immediately if their child's needs change.

### **The Vineyard 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.
- Pupils may carry their own medication/equipment, (for example, asthma inhalers and insulin for diabetes) or they should know exactly where to access it. This is applicable to children in KS2 only.
- 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 in accordance with its instructions.
- Parents are responsible for providing new and in-date medication as required.
- This 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 when appropriate. They are collected and disposed of in line with local authority procedures.

## **The Vineyard has clear guidance about record keeping**

- Parents at this school are asked if their child has any medical conditions on the enrolment form.
- 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.
- This 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), 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 which is located in the SEN folder in every classroom.
- This school makes sure that the pupil's confidentiality is protected.
- The school seeks permission from parents before sharing any medical information with any other party.
- The 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.
- The school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff in the Administration of Medication register.
- A record of any accidents which occur off-site is kept and reported to the school as soon as is appropriate.
- The 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.

## **The Vineyard 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.**

- 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 physical environment for out-of-school activities.
- This 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.
- All 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.

- This school carries out detailed risk assessments of the physical access needs of children with medical conditions fully involving the child/parents and/or carers in order to ensure any reasonable adjustments are made.
- 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 medical condition when exercising and how to minimise these.
- This school makes sure that pupils have the appropriate medication/equipment/food with them during physical activity.
- 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 make allowances if their absences relate to their medical condition.
- This school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the Inclusion and SEN Managers 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 visit, including work experience and educational placements. 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.
- When moving to secondary school or another primary school, all medical and access needs are discussed with the receiving staff.
- 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 reasonable adjustments and extra support are provided.

**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 and has a written schedule of reducing specific triggers to support this.**

- 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 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, if appropriate, action is taken to avoid similar occurrences.

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

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

**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, school's governing body, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
- This school is committed to keeping in touch with a child when they are unable to attend school because of their condition.

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

- In evaluating the policy, this 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.