

St. Matthew's Church of England Primary School

Medical Conditions Policy



Our Vision is
‘to enable our whole school
community to live life in all its
fullness.’

This school is committed to safeguarding and promoting the welfare of our children and this policy supports this commitment.

Date: Autumn 2021

Review Date: Autumn 2024

Committee ownership for this policy: Personnel

St. Matthew's
C of E Primary School



Policy statement

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

1. St Matthew's is an inclusive community that aims to support and welcome pupils with medical conditions.

a. St Matthew's understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.

b. St Matthew's aims to provide all children with 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. Pupils with medical conditions are encouraged to take control of their condition. Pupils feel confident in the support they receive from the school to help them do this.

d. St Matthew's aims to include all pupils with medical conditions in all school activities.

e. Parents of pupils with medical conditions feel secure in the care their children receive at St Matthew's.

f. The school ensures all staff understand their duty of care to children and young people in the event of an emergency and are confident in knowing what to do in such an event.

g. St Matthew's understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

h. All staff understand the common medical conditions that affect children at St Matthew's. Staff receive training on the impact this can have on pupils.

i. The medical conditions policy is understood and supported by the whole school and local health community.

2. Staff understand and are trained in what to do in an emergency for the most common serious medical conditions at St Matthew's.

- a. All staff are aware of the most common serious medical conditions at St Matthew's.
- b. Staff at St Matthew's understand their duty of care to pupils in the event of an emergency. In an emergency situation school staff are required under duty of care to act like any reasonably prudent parent. This may include administering medication.
- c. All staff who work with groups of pupils at St Matthew's receive training and know what to do in an emergency for the pupils in their care with medical conditions.
- d. Training is refreshed for staff regularly.
- e. St Matthew's uses Healthcare Plans to inform the appropriate staff of pupils in their care who may need emergency help.
- f. St Matthew's has procedures in place so that a copy of the pupil's Healthcare Plan is sent to the emergency care setting with the pupil.

3. 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. Training is refreshed for all staff regularly.
- c. If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. (Covid-19 may restrict this currently)

4. The school has clear guidance on the administration of medication at school

Administration – emergency medication

- a. All pupils at St Matthew's with medical conditions have **easy access to their emergency medication**.
- b. All pupils are encouraged to administer their own emergency medication, when their parents and health specialists determine they are able to start taking responsibility for their condition.
- c. Pupils understand the arrangements for a member of staff to assist in helping them take their medication safely.

Administration – general

- d. All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of a named member of staff at St Matthew's.
- e. St Matthew's understands the importance of medication being taken as prescribed.
- f. For medication where no specific training is necessary, any member of staff may administer prescribed and medication to pupils under the age of 16, but only with the written consent of the pupil's parent and if the prescription dosage is for four times a day.
- g. Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.
- h. All school staff have been informed through training that they are required, under duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as administering medication.
- i. Parents at St Matthew's understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they must notify the school immediately.
- j. If a pupil at St Matthew's refuses their medication, staff record this and follow procedures. Parents are informed immediately.
- k. All staff attending off-site visits are aware of any pupils with medical conditions on the visit.
- l. If a pupil misuses medication their parents are informed as soon as possible and medical advice will be sort. These pupils are subject to the school's usual disciplinary procedures.

5. St Matthew's has clear guidance on the storage of medication at school

Safe storage – emergency medication

- a. Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.

Safe storage – non-emergency medication

- b. All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Pupils with medical conditions know where their medication is stored and how to access it.
- c. Staff ensure that medication is only accessible to those for whom it is prescribed.

Safe storage – general

- d. There is an identified member of staff who ensures the correct storage of medication at school.
- e. All controlled drugs are kept in a locked cupboard.
- f. The identified member of staff checks the expiry dates for all medication stored at school regularly.
- g. The identified member of staff, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labelled with the pupil's name, the name and dose of the medication and the frequency of dose.
- h. All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- i. Medication is stored in accordance with instructions, paying particular note to temperature.
- j. Some medication for pupils at St Matthew's may need to be refrigerated and is clearly labelled.
- k. It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

Safe disposal

- l. Parents at St Matthew's are asked to collect out-of-date medication.
- m. Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or paediatrician on prescription.
- n. If a sharps box is needed on an off-site or residential visit, the class teacher is responsible for overseeing its safe storage and return to school.
- o. Collection and disposal of sharps boxes is arranged with the parents (local authority's environmental services.)

6. St Matthew's has clear guidance about record keeping

Enrolment forms

- a. Parents at St Matthew's are asked if their child has any health conditions or health issues on the enrolment form, which is filled out at the start of each school year. Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms.

Healthcare Plans

Drawing up Healthcare Plans

- b. St Matthew's 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. If a pupil has a short-term medical condition that requires medication during school hours, a medication form is completed by the pupil's parents. (See Medicines in school policy.)

d. The school, parents and/or healthcare professional are asked to fill out the pupil's Healthcare Plan together.

School Healthcare Plan register

e. Healthcare Plans are used to create a centralized register of pupils with medical needs. An identified member of staff has responsibility for the register at St Matthew's.

Ongoing communication and review of Healthcare Plans

f. Parents at St Matthew's are regularly 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).

g. Every pupil with a Healthcare Plan at St Matthew's has their plan discussed and reviewed at least once a year.

Storage and access to Healthcare Plans

h. Parents and key staff at St Matthew's are provided with a copy of the pupil's current agreed Healthcare Plan.

i. All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care.

j. St Matthew's ensures that all staff protect pupil confidentiality.

Residential visits

k. Parents are sent a residential visit form to be completed and returned to school before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the pupil's current condition and their overall health.

l. All residential visit forms are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. These are accompanied by a copy of the pupil's Healthcare Plan.

m. The residential visit form also details what medication and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away.

Other record keeping

n. St Matthew's keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and time

are recorded. If a pupil refuses to have medication administered, this is also recorded and parents are informed immediately.

7. St Matthew's 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

Physical environment

a. St Matthew's is committed to providing a physical environment that is accessible to pupils with medical conditions.

Social interactions

b. St Matthew's ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.

c. St Matthew's ensures the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits.

d. All staff at St Matthew's are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.

Exercise and physical activity

e. St Matthew's understands the importance of all pupils taking part in sports, games and activities and appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.

f. St Matthew's ensures all classroom teacher and sports coaches understand that pupils should not be forced to take part in an activity if they feel unwell.

g. St Matthew's ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.

Education and learning

h. St Matthew's ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided as required.

i. If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at St Matthew's understand that this may be due to their medical condition.

j. Teachers at St Matthew's are aware of the potential for pupils with medical conditions to have special educational needs and disabilities (SEND). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEND coordinator. The school's SEND coordinator consults the pupil, parents and the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.

k. Pupils at St Matthew's learn about what to do in the event of a medical emergency.

Residential visits

l. Risk assessments are carried out by St Matthew's prior to any out-of-school visit and medical conditions are considered during this process. Factors St Matthew's considers include: how all pupils 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.

m. St Matthew's understands that there may be additional medication, equipment or other factors to consider when planning residential visits.

St Matthew'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.

All staff at St Matthew's 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 pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan
- allow all pupils 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 pupils who carry their medication with them have it when they go on a school visit or out of the classroom
- be aware of pupils 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 pupils (pupils should not be forced to take part in any activity if they feel unwell)
- ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

The pupils at St Matthew's have a responsibility to:

- treat other pupils with and without a medical condition equally
- tell their parents, teacher or nearest staff member when they are not feeling well
- let a member of staff know if another pupil is feeling unwell
- let any pupil take their medication when they need it, and ensure a member of staff is called
- treat all medication with respect
- know how to gain access to their medication in an emergency
- if mature and old enough, know how to take their own medication and to take it when they need it
- ensure a member of staff is called in an emergency situation.

The parents of a child at St Matthew's have a responsibility to:

- tell the school if their child has a medical condition
- ensure the school has a complete and up-to-date Healthcare Plan for their child
- inform the school about the medication their child requires during school hours
- inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- tell the school about any changes to their child's medication, what they take, when, and how much
- inform the school of any changes to their child's condition
- ensure their child's medication and medical devices are labelled with their child's full name
- provide the school with appropriate spare medication labelled with their child's name
- ensure that their child's medication is within expiry dates
- keep their child at home if they are not well enough to attend school
- ensure their child catches up on any school work they have missed
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

8. The medical conditions policy is regularly reviewed

a. St Matthew's medical condition policy is reviewed, evaluated and updated in line with the school's policy review timeline.