

Policy: Medical Conditions Policy
SACC approval: July 2024
Ratified FGB: July 2024
Review: July 2027

Holy Trinity Church of England (VA) Primary School



Believe • Achieve • Inspire •

Medical Conditions Policy

SCHOOL VISION

At Holy Trinity Church of England Primary School our Christian vision shapes all we do.

*"I know that there is nothing better for people than to be happy and to do good while they live."
Ecclesiastes 3:12.*

Our vision is to be an inspirational place of learning where:

- we facilitate opportunities so every child can flourish in a place where they feel safe, **happy and confident**.
- staff **well-being** and professional development is valued and supported in order to fulfil their roles, inspire others and experience personal **fulfilment**.
- the school provides facilities that enables an **optimum learning environment**.
- the **school plays a central role within our community** and enjoys strong **links with the church, local companies and other schools**.
- we create a culture of vigilance to safeguard all children

*'I know that there is nothing better for people than to be happy and to do good while they live.'
Ecclesiastes 3:12*

Definition

At Holy Trinity our belief is that every child deserves to succeed regardless of his or her ability. Most pupils will, at some time have a medical condition that may affect their participation in school activities, for many this will only be short term. Other pupils may have medical conditions, which if not properly managed, could limit their access to education. These children are regarded as having medical conditions.

Most pupils with medical conditions are able to attend school regularly and with some support from the school, take part in most normal school activities. School staff may need to exercise extra care in supervising some activities, to ensure that these pupils with medical conditions and others are not put at risk.

Individual Healthcare Plan (IHP)

An INDIVIDUAL HEALTH CARE PLAN can help schools to identify the necessary safety measures required to support pupils with medical conditions if and when required. A medical conditions school health care plan is available [here](#).

Sporting Activities

- Most pupils with medical conditions can participate in extra-curricular sport or in the PE curriculum, which is sufficiently flexible for all pupils to follow in ways appropriate to their own abilities
- For many, physical activity can benefit their overall social, mental and physical health and well-being
- Some pupils may need to take precautionary measures before or during exercise and-or may need immediate access to their medication, special care and support if necessary
- Staff and visitors supervising sporting activities should always be aware of any medical needs and relevant emergency procedures

School Trips

- All pupils are encouraged to participate in school trips wherever safety permits
- Staff supervising excursions and overnight trips should always be aware of any (additional) medical needs and relevant emergency procedures
- The IHP and medication with instructions should accompany the individuals
- On occasion it may be advisable/appropriate for an additional supervisor or parent to accompany a particular pupil

Governing Board

- Has general responsibility for all school policies
- Follows the Health and Safety policies and procedures produced by the Local Authority

Parents

- It is the parent's responsibility to make sure that their child is well enough to attend school. If the child is unwell, the parents should keep the child at home and inform the school
- Parents should provide sufficient information about their child's medical condition, treatment and/or special care needed at school and let the school know of any changes to the prescription or the support needed
- Parental agreement should be sought before any information about the pupil's health is shared with school staff

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Ecclesiastes 3:12

- Ensure that medication is clearly labelled – on medication itself this should include: name of child, name of medication, dose and frequency
- It is the responsibility of the parent/guardian to ensure that their child's medication is in date

The School

- The school's designated person is the Headteacher who works closely with the SENCO
- The designated person is responsible for ensuring that willing staff have appropriate training to support pupils with medical conditions which is updated annually, (The NHS delivers specific training in areas such as auto injector procedures, asthma, diabetes, epilepsy and cystic fibrosis or can liaise with other health care professionals for provision of other specific or appropriate training for school staff)
- All staff are expected to use their best endeavors at all times, particularly in emergencies
- The school must make sure that correct procedures are followed, keeping accurate records for each child and each incident and liaise with parents accordingly
- The Headteacher is responsible for the day to day decisions about administering medication to children who have medical needs
- The Headteacher should make sure that staff follows the school's medical procedures and guidance, from the education authority. The school should be fully covered by their employer's public liability insurance should a parent make a complaint

School Staff (Teaching and Non-teaching)

- Teachers who have pupils with a medical condition in their class should understand the nature of the condition and when and where the pupil may need extra attention
- Staff should be aware of the likelihood of an emergency arising and what action to take if one occurs
- Back-up cover should be arranged for when the member of staff responsible is absent or unavailable
- At different times of the day other staff may be responsible for pupils (i.e. Lunchtime controllers). It is important that they are provided with training and advice
- If staff notice a deterioration in a pupil's health rapidly or over time (or changes to regular routine), they should inform the office staff, who will in turn inform the parents and the Headteacher

Administering Medication

Staff will only administer prescribed medication. Any member of staff who agrees to accept responsibility for administering prescribed medication to a pupil should have proper training and guidance and should check the following:

- The pupil's name
- Written instructions provided by parents or doctor
- Prescribed dose and frequency
- Expiry date
- He or she should be aware of possible side effects of the medication and what to do if they occur
- School staff should not give any non-prescribed medication to pupils i.e. aspirins, paracetamol, cough sweets. A child under 12 should never be given aspirin, unless prescribed by a doctor. If a pupil

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suffers from acute pain i.e. Migraine, the parents should authorise and supply appropriate painkillers, with written instructions about when the child should take the medication. A member of staff should supervise the pupil taking the medication and notify the parents, in writing, on the day painkillers are taken

- No pupil should be given medication without his/her parents written consent
- It is good practice to have the dosage and administration witnessed by a second adult
- It is good practice to allow pupils who can be trusted to manage their own medication from a relatively early age (parents should state this on the individual health care plan). If doing so, staff should supervise them at all times
- If a pupil refuses to take medication, staff should not force them to do so. The school should inform the parent as a matter of urgency, and if necessary call the emergency services
- Some medicine needs to be refrigerated. All refrigerator medication must be stored in the medical room refrigerator only
- Medicines will be stored safely but accessible to those it is prescribed for
- Parents should collect medicines held at school and are responsible for the disposal of date expired medication

There is no legal duty which requires school staff to administer medication; this is a voluntary role which supports pupil welfare and wellbeing while at school.

The school recognises that pupils with medical conditions require a quiet place for treatment and if appropriate, recovery. The school has a medical room which holds medication, first aid resources, emergency kits, personal details of pupils with medical conditions and staff who are specifically trained to support those pupils.

Hygiene/Infection Control

- All staff should be familiar with normal precautions for avoiding infection and must follow basic hygiene procedures
- Staff should have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids
- Disposing of dressings or equipment should be in the yellow bin

Emergency Procedures

- All staff should know how to call the emergency services
- All staff should know who is responsible for carrying out emergency procedures in the event of need. This includes the use of the school defibrillator (located in the medical room)
- A pupil taken to hospital by ambulance should be accompanied by two members of staff who should remain until the pupil's parents arrive
- Staff should only take pupils to hospital in their own cars if an ambulance cannot be summoned. However, in an emergency it may be the best course of action. That member of staff should be accompanied by another adult and have public liability vehicle insurance i.e., for business use
- A copy of the individual healthcare plan should accompany the child to A&E

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For further school guidance please refer to our 'Incidents and Accident procedures' in school documentation.

This policy was adopted by Holy Trinity CE Primary School and agreed by the Standards, Achievements and Curriculum Committee and ratified by the Full Governing Board.

Approved by.....on behalf of the School Governing Board.

Signature:.....

Date:.....

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Healthcare Plan for a Pupil with Medical Needs

Name:		Photo:
DOB:		
Medical need/condition:		
Contact Information		
Emergency Contact 1		
Name:		
Relationship to child:		
Mobile:		
Alternative number (work/home):		
Emergency Contact 2		
Name:		
Relationship to child:		
Mobile:		
Alternative number (work/home):		
Medical Professionals contact information		
GP name:		
GP Address:		
GP contact number:		
Other medical professional we may need to be aware of:		

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Details of any medication the child takes on a regular basis. Would this need to be administered during school hours?	
Details of any medication needed in an emergency situation. Please include dosage and method of delivery:	
Describe an 'emergency' situation for the child when medication would be needed:	
Parent signature:	
Date:	

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