



Pudsey  
Grangefield  
School

## Medical Conditions Policy

This policy has been agreed by the Governing Body of Pudsey Grangefield School.

Signed by David Webster

Name and position: Chair of Governors

Date approved: 3<sup>rd</sup> December 2020

**LEEDS CHILDREN'S SERVICE**  
**MEDICAL CONDITIONS POLICY FOR PUDSEY GRANGEFIELD SCHOOL**

**1. Introduction**

Pudsey Grangefield School recognises that duties in the Children and Families Act 2014 and the Equality Act 2010 relate to children with disability or medical conditions.

Whilst the duties on governing bodies have not substantially changed as a result of the Children and Families Act 2014, the extent and scope of the responsibilities of schools to make arrangements to support pupils at school with medical conditions has been clarified. All schools are required to have a policy in place; it should be reviewed regularly and accessible to parents and staff.

This policy is written to support those children with individual medical needs and how their needs can be met at Pudsey Grangefield School.

**2. Policy Statement**

We are an inclusive community that welcomes and supports children and young people with medical conditions. We provide all children and young people with medical conditions the same opportunities as others at school.

We will help to ensure they:

- Are safe from harm
- Do well at all levels of learning and have the skills for life
- Choose healthy lifestyles
- Have fun growing up
- Are active citizens who feel they have voice & influence

We understand that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood. We also understand the importance of medication being given as directed by healthcare professionals and parents.

All relevant staff understand the medical conditions that affect pupils at our school. We also make sure all our staff understand their duty of care to children and young people in the event of them requiring medical intervention.

The named member of our staff responsible for this medical conditions policy and its implementation is David Brown (SENCO).

The medical conditions policy is reviewed evaluated and updated annually.

### 3. Objectives

We will:

- Ensure 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.
- Provide staff training on the impact medical conditions can have on pupils in order to be safe, welcoming and supportive of pupils with medical conditions.
- Strive to provide children and young people with medical conditions the same opportunities and access to activities, both on and off site, as other pupils.
- Consider what reasonable adjustments we need to make to enable children with medical needs to participate fully and safely on visits.
- Carry out risk assessments so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included.

We understand that children with the same medical condition will not necessarily have the same needs. Our staff understand their duty of care to children and young people with medical conditions and know what to do in the event of an emergency.

Our medical conditions policy has been agreed in consultation with pupils, parents, on site medical support, staff, governors, and relevant local health services. It is supported by a clear communication plan for staff, parents and other key stakeholders to ensure full implementation.

We have clear guidance on:

- record keeping
- providing care and support
- administering medication
- the storage of medication and equipment

This school takes responsibility for ensuring that there are named staff with explicit responsibility for administering medication and providing care. All staff, however, have received suitable training and have access to ongoing support.

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.

Each member of the school and health community knows their role in, and responsibility for, maintaining and implementing an effective medical conditions policy.

#### **4. Communication**

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 of and reminded about the medical conditions policy through clear communication channels.

#### **5. Emergency protocols**

All staff at Pudsey Grangefield School understand and are trained in what actions they need to take in an emergency for students with medical conditions. Staff are also trained how to deal with a general emergency. This training is refreshed once a year.

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

Where a student has an IHP (individual health plan) this will explain what help they need in an emergency. The IHP will accompany a student should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the information within emergency care settings.

If a student needs to attend hospital, a member of staff (preferably known to the student) will stay with them until a parent arrives, or accompany a student who is taken to hospital by ambulance. They will not take students to hospital in their own car.

#### **6. Administration of medication**

Pudsey Grangefield School gives clear guidance and training to staff who will administer medicines. The staff concerned will understand and be trained in providing care and support and administering medication at school in line with local authority directives and government legislation.

We understand the importance of medication being taken and care received as detailed in the student's IHP.

We 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 student. This includes staff employed to escort students on home to school transport if necessary. We will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. The principal and the school's governing body have made sure that there is the appropriate level of insurance and liability cover in place.

We will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances, and every effort will be made to encourage the student to involve their parent, while respecting the students' confidentiality.

When administering medication, for example pain relief, trained staff will check the maximum dosage and when the previous dose was given. We will not give a student under 16 aspirin unless prescribed by a doctor.

We will make sure that a trained member of staff is available to accompany a student with a medical condition on an off-site visit, including overnight stays.

Parents at Pudsey Grangefield School understand that they should let the school know immediately if their child's needs have changed.

If a student misuses their medication, or anyone else's, their parent is informed as soon as possible and we will consider appropriate actions in accordance with the behaviour and safeguarding policies.

## **7. Facilities and equipment**

We have clear guidance on the storage of medication and equipment at school.

We make sure that all staff understand what constitutes an emergency for an individual child and make sure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities.

Students may carry their emergency medication with them if they wish and or, this is appropriate.

Students can carry controlled drugs if they are judged to be competent and we have carried out a risk assessment, otherwise the school will keep controlled drugs stored securely, but accessibly, with only named staff having access.

Staff Pudsey Grangefield can administer a controlled drug to a student once they have had specialist training.

We will make sure that all medication is stored safely, and that students with medical conditions know where they are stored and that they can have access to them immediately.

We will store medication clearly for students provided it is clearly labelled with the students name the nature of the medication, dose and time to be taken. It is preferable that medication is kept in its original container where possible. 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.

We will dispose 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.

## **8. Record keeping**

This school 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 student needs around their medical condition.

The IHP is developed with the student (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.

We have a centralised student support register detailing the students' condition and their needs and appropriate responses, the SENCO has the responsibility for this register.

IHPs are regularly reviewed, at least every year or whenever the student's needs change.

The student (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 students in their care.

We make sure that the students' confidentiality is protected.

We seek permission from parents before sharing any medical information with any other party.

This school meets with the student (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 student's IHP which accompanies them on the visit.

We keep an accurate record of all medication administered, including the dose, time, date and supervising staff. The expiry date of all medicines is recorded with parent/carer's contacted and informed at least a week prior to the end date to ensure new medicines are sent into school if required. Medicines that are out of date are transported to a local chemist for safe disposal.

We make sure that all staff providing support to a student 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 student's IHP. Training, instruction and advice will be provided by an appropriately qualified person and/or the parent.

## **9. Accessibility and inclusiveness**

We ensure that the whole school environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting, extra-curricular activities and 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 bullying policy, to help prevent and deal with any problems.

We will use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.

We understand 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. This includes out-of-school clubs and team sports.

All relevant staff are aware that students should not be forced to take part in activities if they are unwell. They are also aware of students who have been advised to avoid/take special precautions during activity, and the potential triggers for a student's medical condition when exercising and how to minimise these. In the event of occasional illness; we ask that parents put a note in to the student's planner - bearing in mind our aim to develop resilience in our students.

We make sure that students have the appropriate medication/equipment/food with them during physical activity.

All staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a student's medical condition. We will consider student's absences where parents are able to provide medical evidence in accordance with the attendance policy.

We will refer students with medical conditions who are finding it difficult to maintain standards in their education to the SENCO who will liaise with the student (where appropriate), parent and the student's healthcare professional in order to develop appropriate support strategies.

Students at this school learn what to do in an emergency through form time, PSHE, assemblies and presentations.

Risk assessments are carried out prior to any school trip and work placements. The needs of students 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.

## **10. Improving on practice**

We review all medical emergencies and incidents to see how they could have been avoided and to consider best practice. The recommendations from these reviews are taken forward and used to make any appropriate changes to school policy. We consider the views of students

## **11. Prolonged absences**

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.

We work 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.

## **12. Training**

As already stated, training is refreshed annually on how to deal with an emergency. Staff with a first aid qualification are provided with reminders regarding updating their

qualification in good time prior to it being out of date. All other specialised training needs sort and provided as and when is required. It is our policy to ensure multiple members of staff receive specific required training at any one time ensuring student safety in the event of staff absence

### **13. Collaborative working**

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

We work 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.

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

### **14. Policy reviews**

The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year. David Brown has responsibility for co-ordinating healthcare with Sue McMullen responsible for liaising with parents

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.