

St Bede's School

Policy for Supporting Pupils with Medical Conditions

An inclusive community

- 1.1 St Bede's School is welcoming and supportive of pupils with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other pupils. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.
- 1.2 The school will listen to the views of pupils and parents/carers.
- 1.3 Staff understand the 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 and confidence
- 1.4 All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- 1.5 The school understands that all children with the same medical condition will not have the same needs, and will focus on the needs of each individual child.
- 1.6 The school recognises its duties as detailed in Section 100 of the Children and Families Act 2014.
- 1.7 Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case, this school complies with duties under that Act.
- 1.8 Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For children with SEN, this policy should be read in conjunction with the Special Educational Needs and Disability (SEND) code of practice.

Staff duty of care

- 2.1 School staff, including temporary or supply staff, are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency.
- 2.2 Staff receive appropriate emergency training and this is refreshed regularly.
- 2.3 Children with medical conditions that are complex, long-term or where there is a high risk that emergency intervention may be required to have an individual healthcare plan which explains what help they need in an emergency.
- 2.4 This school makes sure that all staff providing support to a pupil have received suitable training and ongoing support to ensure that they have confidence to provide the necessary support. This should be provided by a suitably qualified healthcare professional and/or parent/carer.
- 2.5 This school has chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed a reliever inhaler and for whom parental consent for its use has been obtained.

General emergency procedures

- 3.1 All staff, including temporary or supply staff should be aware of the content of this policy, know what action to take in an emergency and receive updates regularly.

- 3.2 If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent/carer arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car unless in an absolute emergency.

Medication guidance

- 4.1 The school understands the importance of medication being taken and care received.
- 4.2 Medication will only be administered when it would be detrimental to a child's health or school attendance not to do so.
- 4.3 The school will make sure that there are sufficient members of staff who have been trained to administer the medication and meet the care needs of an individual child.
- 4.4 The school will not give medication (prescription or non-prescription) to a child without a parent's written consent except in exceptional circumstances, and every effort will be made to encourage the pupil to involve their parent/carer, while respecting their confidentiality.
- 4.5 When administering medication, for example pain relief, this school will check the maximum dosage and when the previous dose was given. Parents/carers will be informed.
- 4.6 Parents/carers should understand that they should let the school know immediately if their child's needs change.
- 4.7 If a pupil misuses their medication, or anyone else's, their parent/carer is informed as soon as possible and the school's disciplinary procedures are followed.
- 4.8 The school makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment, eg asthma inhalers, epi-pens etc are readily available wherever the child is in school and on off-site activities.
- 4.9 Some pupils may carry their own medication/equipment, or know exactly where to access it.
- 4.10 The 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. Under no circumstances will medication be stored in first aid boxes.
- 4.11 The school will only accept medication that is in date, labelled and in its original container including prescribing instructions for administration. 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.
- 4.12 Parents/carers 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.
- 4.13 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. They are collected and disposed of in line with local procedures.

Record keeping

- 5.1 As part of the school's admissions process and annual data collection exercise parents/carers are asked if their child has any medical conditions. These procedures also cover transitional arrangements between schools.
- 5.2 This school uses records to support an individual pupil needs around their medical condition. This includes Individual Health Plans.
- 5.3 The school makes sure that the pupil's confidentiality is protected.
- 5.4 The school seeks permission from parents/carers before sharing any medical information with any other party unless part of safeguarding procedures.

Inclusive environment

- 6.1 The 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.

- 6.2 The 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.
- 6.3 Staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's anti bullying policy, to help prevent and deal with any problems. They use opportunities to raise awareness of medical conditions to help promote a positive environment.
- 6.4 The school understands the importance of all pupils taking part in off site visits and physical activity and that all relevant staff make reasonable and appropriate adjustments to such activities in order they are accessible to all pupils. This includes out-of-school clubs and team sports. Risk assessments will be conducted as part of the planning process to take account of any additional controls required for individual pupil needs.
- 6.5 The 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.

Physical activity and offsite visits.

- 7.1 The 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 appropriate adjustments and extra support are provided.
- 7.2 School staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition.
- 7.3 The school will not penalise pupils for their attendance if their absences relate to their medical condition.
- 7.4 The school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCo who will liaise with the pupil (where appropriate), parent/carer and the pupil's healthcare professional if applicable.
- 7.5 Pupils at St Bede's School learn what to do in an emergency.
- 7.6 The school makes sure that a risk assessment is carried out before out-of-school visits. 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.

Common triggers

- 8.1 St Bede's School acknowledges triggers that can make medical conditions worse.
- 8.2 The school is committed to identifying and reducing triggers both at school and out-of-school visits.
- 8.3 School staff are given appropriate information on medical conditions which includes avoiding/ reducing exposure to common triggers.
- 8.4 An IHP may detail an individual pupil's triggers including how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities.
- 8.5 Risk assessments are carried out on out-of-school activities, taking into account the needs of pupils with medical needs.
- 8.6 The school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

Roles and responsibilities

- 9.1 The school works in partnership with all relevant parties including the pupil (where appropriate), parent/carer, school staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

- 9.2 **Proprietors/Directors** must make arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented. They should ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life. They should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. They should also ensure that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.
- 9.3 **Headmaster** – he should ensure that the school’s policy is developed and effectively implemented. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. He should ensure that all staff who need to know are aware of the child’s condition. He should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. He should also make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way.
- 9.4 **School staff** – any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers’ professional duties, they should take into account the needs of pupils with medical conditions that they teach. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.
- 9.5 **Other healthcare professionals** - including GPs, paediatricians, nurse specialists/community paediatric nurses – should work jointly with the school when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans.
- 9.6 **Pupils** – with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, any individual healthcare plan. Other pupils will often be sensitive to the needs of those with medical conditions.
- 9.7 **Parents/carers** – should provide the school with sufficient and up-to-date information about their child’s medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents/carers are key partners and should be involved in the development and review of their child’s individual healthcare plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, eg provide medicines and equipment and ensure they or another nominated adult are contactable at all times.