

# SACRED HEART CATHOLIC HIGH SCHOOL



## MEDICAL CONDITIONS POLICY

Approved by:	LGC	13 <sup>th</sup> October 2022
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Last reviewed on:	July 2023
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Next review due by:	July 2024
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## **1. Policy Statement**

This school is an inclusive community that welcomes and supports students with medical conditions (for the avoidance of doubt, those with an IHP).

This school provides all students with a medical condition the same opportunities as others.

We will help to ensure students can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic wellbeing once they leave school

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 taken as directed by healthcare professionals and parents.

All staff understand the medical conditions that affect students at this school. Staff receive training on the impact medical conditions can have on students. The named member of school staff responsible for our medical conditions policy and its implementation is the Deputy Headteacher (Pastoral).

## 2. Our approach

Meeting the needs of students with long-term medical conditions

- This school is welcoming and supportive of students 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 students
- This school listens to the views of students and parents
- Students and parents feel confident in the care they receive from this school and the level of that care meets their needs
- Staff understand the medical conditions of students 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.
- Staff understand and support the medical conditions policy
- This school understands that all children with the same medical condition will not have the same needs
- Students, parents, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels
- The school recognises that duties in the Children and Families Act (England only), the Equality Act (England, Wales and Scotland) and the Disability Discrimination Act

## 3. Individual Healthcare Plans

All students with a medical condition should have an individual healthcare plan (IHP).

- An IHP details exactly what care a student needs in school, when they need it and who is going to give it
- It should also include information on the impact any health condition may have on a student's learning, behaviour or classroom performance
- This should be drawn up with input from the student (if appropriate) their parent/carer, relevant school staff and healthcare professionals, ideally a specialist if the child has one.

#### **4. Preparation for emergency medical action**

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

- 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
- All staff receive training in what to do in an emergency and this is refreshed at least once a year
- A student's IHP should, 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 IHP 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 taken to hospital by ambulance.

#### **5. Provision of medical care**

This school 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 student's IHP.

- School 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.
- School will ensure (wherever possible) that there are sufficient numbers of staff trained to cover absences, staff turnover and other contingencies.
- School has made sure that there is the appropriate level of insurance and liability cover in place
- School will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances
- When administering medication, for example pain relief, this school will check the maximum dosage and when the previous dose was given. Parents will be informed.
- School will make sure that a trained member of staff is available to accompany a student with a medical condition on an off-site visit
- Parents at this school understand that they should let the school know immediately if their child's needs change
- If a student misuses their medication, or anyone else's, their parent is informed, as soon as possible, and the school's disciplinary procedures are followed
- In extreme cases of medically trained staff absence, the School reserves the right to contact parents and advise that the student should remain at home that day, if adequate care cannot be provided in school.

## 6. Storage

This school has clear guidance on the storage of medication and equipment at school.

- School makes sure that all staff understand what constitutes an emergency for an individual student and makes 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 this is appropriate (e.g. EpiPen or inhaler).
- If a student needs to take medicine in school it should be brought into school by their parent/carer who will then need to complete the relevant medical forms.
- All medicine should be left in the student office, with the exception of emergency medicine (e.g. EpiPen/inhalers).
- School can not dispense medicines that students do not bring into school, e.g. paracetamol or aspirin.
- Staff at this school can administer a controlled drug to a student once they have had specialist training
- School will make sure that all medication is stored safely, and that students with medical conditions know where they are at all times and have access to them immediately
- School will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. 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
- School disposes of needles and other sharps in line with its policy. 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 authority procedures.

## 7. 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
- This school has a centralised register of IHPs, and an identified member of staff has the responsibility for this register (SENDCo)
- IHPs are regularly reviewed, at least every year or whenever the student's needs change
- 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
- School will seek the permission of parents before sharing any medical information with any other party
- Where appropriate, school will meet with the student, 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 will be recorded in the student's IHP which accompanies them on the visit
- School keeps an accurate record of all medication administered, including the dose, time, date and supervising staff
- A specialist nurse/ school nurse/other suitably qualified healthcare professional will confirm the competence of school staff. The SENDCo will keep an up-to- date record of all training undertaken and by whom

## 8. Inclusion

School ensures that the whole school environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

- School is committed to providing a physical environment accessible to students with medical conditions. School is also committed to using, wherever possible, an accessible physical environment for out-of-school activities
- School makes sure the needs of students 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 students with medical conditions may experience and use this knowledge, alongside the school's bullying policy, to help prevent and deal with any problems. School uses opportunities such as PSHCE and science lessons to raise awareness of medical conditions to help promote a positive environment
- This school understands 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
- Staff should be 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
- As per the IHP, School makes sure that students have the appropriate medication/equipment/food with them during physical activity
- School makes sure that students 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
- All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a student's medical condition
- School will not penalise students for their attendance if their absences relate to their medical condition
- School will refer students with medical conditions who are finding it difficult to keep up educationally to the SENDCo/Trust Special Educational Needs lead who will liaise with the student's parents and healthcare professional.
- 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 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

## 9. Reducing or eliminating health and safety risks

School is aware of the common triggers that can make medical conditions worse or can bring on an emergency, for example, an allergy to nuts. The school is actively working towards reducing or eliminating these health and safety risks.

- 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 students 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 student's triggers and details how to make sure the student 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 students with medical needs
- School reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews



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