



Campion School

Medical Needs Policy

Dated: June 2019
Review: June 2020



Campion School

Medical Needs Policy

Policy details

Date of policy: June 2019

Date of next review: June 2020

Policy to be reviewed by governors

Members of staff responsible for overseeing that this policy is implemented and regularly reviewed:

Jassa Panesar (Headteacher),

Steve Bolsover (Deputy Headteacher)

Angela Potter (SENCO)

Signature (Chair of governors):

A handwritten signature in black ink, appearing to read 'Bob Conner', with a long horizontal flourish extending to the right.

Signature (Headteacher):

A handwritten signature in black ink, appearing to read 'J Panesar', with a large, stylized initial 'J'.

Date: June 2019

1. Policy Statement

- i. Champion School is an inclusive community that welcomes and supports students with medical conditions.
- ii. The school will take all reasonable steps to ensure pupils with any medical condition have the same access to education provision as other pupils at the school. No child should be denied admission or prevented from taking up a place in this school where reasonable adjustments for their medical condition could have been made, but were not.
- iii. Champion 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.
- iv. Champion understands that all children with the same medical condition will not have the same needs.
- v. Champion understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood. Champion also understands the importance of medication and care being taken as directed by healthcare professionals.
- vi. At Champion we understand that medical conditions should not be a barrier to learning, so we will ensure that staff understand their duty of care to children and young people, and in the event of an emergency, who to contact within school, and if a student needs to go to hospital a member of staff will stay with them until a parent arrives.
- vii. Champion reviews all medical emergencies and incidents to see how they could have been avoided, and adapt the appropriate school policy accordingly.
- viii. Champion makes sure that the pupil's confidentiality is protected. The school will seek permission from parents before sharing any medical information with any other party.
- ix. This school will not penalise pupils for their attendance if their absence relate to their medical conditions.
- x. The named member of school staff responsible for this Medical Needs Policy and its implementation is Angela Potter.

2. Individual Health Care Plans (IHPs)

- i. Children with a medical condition should have an Individual Healthcare Plan (IHP) if required. An Individual Healthcare Plan details exactly what care a child 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 child's learning, behaviour or classroom performance.
- ii. The school uses an IHP to record the support an individual pupil needs around their medical condition. The IHP is developed with the pupil (where appropriate) parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.

- iii. Healthcare Plans help the school to effectively support pupils with medical conditions in accessing the curriculum and wider school life.
- iv. All members of staff who work with groups of students have access to the Healthcare Plans of pupils in their care.
- v. When a member of staff is new to a pupil group, for example, due to staff absence, the school makes sure that they are made aware of, and have access to, the Healthcare Plans of pupils in their care.
- vi. Every pupil with a Healthcare Plan within school has their plan discussed and reviewed a least once a year.
- vii. Campion has a centralised register of IHP's and an identified member of staff has the responsibility for this register. This is usually the SENCO.
- viii. Healthcare Plans are kept in a secure central location within school.
- ix. The school asks permission from parents for the Healthcare Plan to be sent ahead to emergency care staff should an emergency happen during school hours or at a school activity outside normal school day. This permission is included on the Healthcare Plan.
- x. If a pupil has to go to hospital a member of staff will stay with the pupil until a parent or carer arrives. This should be a member of staff who is familiar with the pupil and, where possible, is trained to support the pupil.
- xi. Where a child is absent for more than 15 days due to illness the school will consider reviewing or setting up a Healthcare Plan with school nurse or GP. The aim of this review is to promote the child's attendance and engagement in school and maximise their access to the curriculum. Where this Healthcare Plan Review decides that the pupil cannot attend school on medical grounds a referral will be made to Local Authority Medical Provision for consideration.

3. Communication

- i. Parents will be informed and regularly reminded about the Medical Needs Policy by signposting it on the school's website at the start of the school year, when communication is sent with regard to Healthcare Plans.
- ii. Parents at this school are regularly reminded to update their child's Healthcare Plan. For example, if their child has a medical emergency, or if there have been changes to their symptoms, or their medication and treatments change.
- iii. Campion will listen to the views of pupils and parents. We will work with pupils and their parents or carers to build a working partnership so pupils and parents can feel confident in the care they receive from this school and that we have taken all reasonable steps to provide the level of care that meets their needs.
- iv. Campion School will consult on the development of this Medical Condition Policy with a range of key stakeholders within both the school and health settings. These key stakeholders may include: pupils with medical conditions, parents, school nurse, teachers, SEND staff, members of staff trained in first aid, other school staff, local healthcare professionals, Local Authority and school governors.
- v. Campion has clear guidance about record-keeping, parents at this school are asked if their child has any medical conditions on the enrolment form.

- vi. Campion recognises the importance of providing feedback to those involved in the development process and is committed to acknowledging input and providing follow up to suggestions put forward.
- vii. School staff will be informed and regularly reminded about the Medical Needs Policy through regular updates at staff briefings and other times during the year.

4. Administration of Medicines and Medical Equipment

- i. We 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.
- ii. We 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 pump
- iii. Campion 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 authority procedures.
- iv. This school keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupils, dose, date and time are recorded. If a pupil refuses to have medication administered, this is also recorded and parents informed as soon as possible.
- v. 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 pupil to involve their parent, whilst still respecting their confidentiality.
- vi. Campion understands the importance of medication being taken and will make sure that there are more than one member of staff who have been trained to administer the medication and meet the care needs of individual children.
- vii. All parents are asked to collect medication and equipment at the end of the school term, and to provide new and in-date medication at the start of each new term.

5. Physical Activity

- i. Campion understands the importance of all pupils taking part in physical activity and that relevant staff make appropriate adjustments to physical activity sessions to make sure that they are accessible to all pupils. This includes out of school clubs and team sports.
- ii. This school also understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should be aware of pupils who have been advised to avoid or take special precautions during activities and the potential triggers for a pupil's medical condition when exercising and how to minimise these. Appropriate medication should be with the student during physical activity.

6. School Visits and Residentials

- i. If a pupil is attending a school residential trip, a school trip form will be sent home to be completed and returned to school shortly before the child leaves for an overnight or extended day visit. This form requests up to date information about the child's current condition. This provides staff with essential information to the relevant staff and school supervisors to help the pupils manage their condition.
- ii. All residential visit forms are taken, by the relevant staff member, on residential visits and out of school hours activities where medication is required. These are accompanied by a copy of the pupil's Healthcare Plan.
- iii. This school makes sure that 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.
- iv. The school meets with the pupil (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 pupils IHP which accompanies them on a visit.
- v. Risk assessments are carried out before any out of school visit, including work experience and educational placements. The medical needs of the pupils are considered during this process, and plans put in place for any additional medication/equipment or support that may be required.
- vi. Campion School will make sure that a trained member of staff is available to accompany a pupil with a medical condition on off-site visits, including overnight stays.

7. Staff Training

- i. We will ensure that all staff understand the common medical conditions that affect children at this school and receive training on the impact this can have on pupils. Training is refreshed for all staff at least once a year.
- ii. All school staff understand that frequent absences or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition.
- iii. Campion makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication or equipment is readily available wherever the child is in the school and on off-site activities, and is not locked away. Pupils may carry their emergency medication with them if they wish, where this is appropriate, for example, an epi-pen or inhaler.
- iv. All Campion staff understand their duty of care to pupils in an emergency. Supply and temporary staff will be made aware of where they can get help if there is a medical emergency in their lessons.

8. Responsibilities of Pupils with Medical Conditions

- i. Pupils in this school learn what to do in an emergency.
- ii. Pupils with medical conditions are encouraged to take control of their condition and the school will make every effort to ensure that they are confident in the support they receive to help them do this.
- iii. Campion aims to include all pupils with medical conditions in all school activities and there will be an expectation that medical intervention in school time should be minimised to ensure full access to the curriculum.
- iv. Pupils can carry controlled drugs if they are competent and mature enough, and know how to take it and when they need it, otherwise this school will keep controlled drugs stored securely, but accessibly, with only named staff having access. Staff at this school can administer a controlled drug to a pupil once they have had specialist training.
- v. Where a pupil misuses medication, either their own or that of another pupil, parents are informed as soon as possible. These pupils are subject to the school's usual disciplinary procedures.

9. Responsibilities of Pupils at the School

- i. Treat other pupils with, and without, a medical condition equally.
- ii. Tell their parents, teacher or nearest member of staff when they are not 'feeling well'.
- iii. Let a member of staff know if another pupil is feeling unwell.
- iv. Let any pupil take their medication when they need it, and ensure a member of staff is called.
- v. Treat all medication with respect.
- vi. Ensure a member of staff is called in an emergency.

10. Responsibilities of Parents or Carers

- i. Tell the school if their child has a medical condition.
- ii. Ensure the school has a complete and up-to-date healthcare plan for their young person.
- iii. Inform the school about medication their young person requires during school hours.
- iv. Inform the school of any medication their child requires while taking part in visits, outings or field trips and any other out of school activities.
- v. Tell the school about any changes in medication.
- vi. Inform the school of any changes in the young person's condition.
- vii. Ensure that all medication and medical devices are labelled with the pupil's full name.
- viii. Provide the school with appropriate spare medication, and labelled with the pupils name, and ensure that the medication is within expiry dates.

- ix. Parents will ensure to keep their young person at home if they are not well enough to attend school, and ensure that any work missed will be caught up, and regular reviews about the young person's condition with their doctor or specialist healthcare professional.
- x. Parents will ensure that school has a written care/self- management plan to help manage the young person's condition.
- xi. The term "Parent" implies any person with parental responsibility such as foster parent, carer, guardian or local authority.

11. Responsibilities of Staff

- i. All staff should be aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- ii. All staff at this school have a responsibility to be aware of triggers, signs and symptoms of common medical conditions and be familiar with the content of the pupils' Healthcare Plan.
- iii. Allow all pupils who carry their medication with them have it when they go out on a school visit or out of the classroom.
- iv. Be aware of pupils with medical conditions who may be experiencing bullying or need extra social support. Pupils with medical conditions should not be forced to do an activity if they feel unwell.
- v. Make sure that all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- vi. Ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take when needed.
- vii. Must not be given prescription medication or undertake a medical procedure without appropriate training to reflect the individual young person's care plan.
- viii. Teaching Staff at this school have a responsibility to ensure pupils who have been unwell catch up on missed work.
- ix. Staff will be aware that medical conditions can affect a young person's learning and will provide extra help when if required.
- x. All staff will liaise with parents and other professionals if the young person is falling behind with school work because of their condition.
- xi. We will use opportunities to raise awareness regarding medical conditions to pupils in PHSE and other areas of the curriculum.

12. Responsibilities of the SENCO

- i. Will help to update the school's Medical Needs Policy.

- ii. Will know which pupils have a medical condition and which have special educational needs because of their condition.
- iii. Ensure that teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in tests.

13. Responsibilities of the Head teacher

- i. Ensure the school is inclusive and welcoming and the Medical Needs Policy is in line with local and national guidance and policy frameworks.
- ii. Liaise between interested parties including pupils, school staff, Special Educational Needs Co-ordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents, governors, School Health Service. Local Authority Transport Service, and emergency care services.
- iii. Ensure that the policy is put into action, with good communication of the policy to all.
- iv. Ensure that the information held by the school is accurate, up to date and that there are good information sharing systems in place using the pupil's Healthcare Plans.
- v. Ensure pupil confidentiality.
- vi. Ensure the training and development needs of staff and arrange for them to be met.
- vii. Ensure all supply teachers and new staff are aware of the information in the Medical Needs Policy.
- viii. Delegate a member of staff to check the expiry date of medicines kept at school and maintain the school medical conditions register.
- ix. Ensure that the policy is reviewed regularly, with input from pupils, parents, staff and other professionals.
- x. Report on the implementation of the Medical Needs Policy.

14. Responsibilities of Governors

- i. The Governing Body should ensure that a pupil with medical conditions is supported to enable the fullest participation possible in all aspects of school life.
- ii. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.
- iii. Governors will receive annual updates as to the effective working of the policy, including numbers of pupils and key issues arising from school health care plans and training provided.
- iv. The schools governing body has made sure that there is appropriate level of insurance and liability cover in place.
- v. Governors approve the policy and regularly review it (at least every year). All other external stakeholders are informed and reminded about the school's Medical Needs Policy at the start of the school year. Relevant local health staff will be informed about the school's Medical Condition's Policy.

15. Responsibilities of the School Nursing Service

The school nurse or school healthcare professional will not necessarily be aware of all pupil's medical conditions, but there is a clear expectation from the school that the school nursing services will be involved in the care plan process including

- i. Working alongside school, parents/carers and with the health information from the child parents or carers to update health care plans.
- ii. Liaison between school and school nursing service to identify pupils in need of health care plans.
- iii. Help update the school's Medical Needs Policy, including recommending training.
- iv. Offer to provide regular training for school staff in managing the most common medical conditions at school and advising training on less common conditions.
- v. Provide information about where the school can access specialist training.
- vi. All first aiders in this school have a responsibility to give immediate help with casualties with common injuries and those arising from specific hazards with the school.

16. Policy Review

- i. Champion School's Medical Needs Policy is reviewed, evaluated and updated every year, in line with the school's policy review timetable.
- ii. New DFE and Department of Health guidance will feed into the review.
- iii. When evaluating the policy, the school seeks feedback on the effectiveness and acceptability of the Medical Needs Policy with a wide range of key stakeholders within the school and health settings.