

# **HOLDEN LANE PRIMARY SCHOOL**



**Medical Conditions Policy**  
**Date: November 2021**

### **1. Holden Lane Primary is an inclusive community that aims to support and welcome pupils with medical conditions.**

- Holden Lane Primary understands that it has a responsibility to make the School welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.
- Holden Lane Primary aims to provide all children with all medical conditions the same opportunities as others at school. We will help to ensure they can:
  - Be healthy
  - Stay safe
  - Enjoy and achieve
  - Make a positive contribution
  - Achieve economic well-being
- Pupils with medical conditions are encouraged to take control of their condition. Pupils feel confident in the support they receive from the school to help them to do this.
- Holden Lane Primary aims to include all pupils with medical conditions in all School activities.
- Holden Lane Primary ensures 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.
- Holden Lane Primary understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

### **2. The medical conditions policy is supported by a clear communication plan for staff, parents and students to ensure its full implementation**

- Parents are informed about the medical conditions policy:
  - Via the schools website, where it is available all year round
- Staff are informed and reminded about the medical policy:
  - At scheduled medical conditions training

### **3. First Aid trained staff understand and are trained in what to do in an emergency for the most common serious medical conditions at the school**

- First Aid trained staff are aware of the most common serious medical conditions at school.
- Staff at Holden Lane Primary understand their duty of care to pupils in the event of an emergency. In an emergency situation, staff are required under common law duty of care, to act like any reasonably prudent parent. This may include administering medication.
- First Aid trained and PE staff who work with groups of pupils know what to do in an emergency for the pupils in their care with medical conditions.
- Training is refreshed for first aiders every 3 years or as the need arises.
- Action for staff to take in an emergency for asthma/epilepsy/anaphylaxis and diabetes is displayed in the school office and also in all classrooms.

#### **4. All staff understand the school's general emergency procedures**

- All staff know what action to take in the event of a medical emergency. This includes:
  - How to contact emergency services and what information to give
  - Contacting a first aid trained member of staff or Nurse at the referral Hub
- Training is refreshed for all staff every 3 years unless any policy amendments arise.
- Action to take in a general medical emergency is displayed in prominent locations:
  - The school office and in all classrooms
- If a pupil needs to be taken to hospital, a member of staff will accompany them if parents are unavailable or school will ask the parent/carer to meet the ambulance at casualty.
- Staff should not take pupils to hospital in their own car.

#### **5. The school has clear guidance on the administration of medication at school**

##### **Administration - Emergency medication**

- All pupils at this school with medical conditions know who to approach if in need of their medication.
- Pupils know where their medication is stored and how to access it.

##### **Administration - General**

- Holden Lane Primary understands the importance of medication being taken as prescribed.
- All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so.
- The staff in school are able to take on the role of administering medication as part of a Care Plan that has been agreed with parents and carers.
- Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.
- Parents understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.
- All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.

## **6. Holden Lane Primary has clear guidance on the storage of medication.**

### **Safe storage – Emergency medication (EpiPens)**

- Emergency medication is readily available to pupils who require it at all times during the school day. If the emergency medication is a controlled drug it will be kept in a suitable locked cupboard.

### **Safe storage – Non-emergency medication**

- All non-emergency medication is kept in a cupboard in the School Office. Pupils with medical conditions know where their medication is stored in the classrooms and how to access it.
- Staff ensure that medication is only accessible to those for whom it is prescribed.

### **Safe storage – General**

- The first aid lead ensures the correct storage of medication at the school.
- First aider leader (Mrs Parkinson) checks the expiry dates of medication at the end of each term.
- The parents of pupils with medical conditions, ensure that all emergency and non-emergency medication brought into school is clearly labelled with the pupils name, the name and dose of medication and the frequency of dose and to ensure it is in date and changed or removed when no longer needed.
- Some medication at Holden Lane Primary may need to be refrigerated. All refrigerated medication is stored in the staffroom fridge and is clearly labelled.

### **Safe disposal**

- Parents are asked to collect out of date medication.
- If parents do not collect out of date medication, medication is taken to a local pharmacy for safe disposal.

## **7. Enrolment forms**

Holden Lane Primary has clear guidance about record keeping. Parents are asked if their child has any health conditions which is filled out at the start of each academic year. Parents of new pupils starting at other times during the year are also asked to provide this information.

### **Healthcare Plans**

- Holden Lane Primary uses a healthcare plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. These healthcare plans are held in the individual classrooms for all staff to access.

- A healthcare plan, accompanied by an explanation of why and how it is used, is sent to all parents of pupils with a long term medical condition. This is sent at enrolment when a diagnosis is first communicated to the school
- If a pupil has a short-term medical condition that requires medication during school hours, a care plan is put in place with aren't consent and given to the class teacher to administer.

### **School Medical register**

Healthcare plans are used to create a centralised register of pupils with medical needs.

### **8. Holden Lane Primary 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** **Physical environment**

The school is committed to providing a physical environment that is accessible to pupils with medical conditions.

### **Exercise and physical activity**

- The School understands the importance of all pupils taking part in sports, games and activities.
- Holden Lane Primary ensures classroom teachers and PE staff make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.
- Teachers and PE staff are aware of pupils in their care who have been advised to avoid or take special precautions with particular activities.
- The school staff ensure PE staff are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

### **Education and learning**

- Holden Lane Primary ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures appropriate adjustments and extra support are provided.
- Staff are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN coordinator. The school's SEN coordinator consults the pupil, parents and pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered. This school operates a Personal Pupil Passport System so that all information about a child's SEND and Health needs will follow them.

## **9. Each member of the school and health community know their roles and responsibilities in maintaining an effective medical conditions policy**

- Holden Lane Primary works in partnership with all interested and relevant parties including all staff, parents, employers and community healthcare professionals to ensure the policy is planned, implemented and maintained successfully.
- The following roles and responsibilities are used for the medical policy at this school. These roles are understood and communicated regularly.

### **Employer**

Holden Lane Primary has a responsibility to:

- Ensure the health and safety of their employees and anyone else who is on the premises, which extends to those taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips.
- Make sure the medical policy is effectively monitored and evaluated and regularly updated.
- Provide indemnity to staff who volunteer to administer medication to pupils with medical conditions.

### **Headteacher**

The Headteacher has a responsibility to:

- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks.
- Liaise between interested parties including pupils, staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents and trustees.
- Ensure the policy is put into action, with good communication of the policy to all.
- Ensure every aspect of the policy is maintained.
- Ensure information held by the school is accurate and up to date and that there are good information sharing systems in place using pupil's healthcare plans.
- Ensure pupil confidentiality.
- Assess the training and development needs of staff and arrange for them to be met.
- Ensure all supply staff and new teachers know the medical conditions policy.
- Update the medical policy at least once a year according to review recommendations and recent local and national guidance and legislation.

## **School staff**

All staff at Holden Lane Primary have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- Understand the medical policy.
- Know which students in their care have a medical condition.
- Allow all students to have immediate access to their emergency medication.
- Maintain effective communication with parents including informing them if their child has been unwell at school.
- Ensure pupils who carry their medication with them have it when they go on an educational visit or out of the classroom.
- Be aware of pupils with medical conditions who may be experiencing bullying or need extra social support.
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

## **Teaching staff**

Teachers at this school have a responsibility to:

- Ensure students who have been unwell catch up on missed school work.
- Be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it.
- Liaise with parents, the pupil's healthcare professional and special educational needs coordinator if a student is falling behind with their work because of their condition.

## **School nurse**

The school nurse has a responsibility to support the school with:

- Updating the School's medical conditions policy.
- Providing regular training for staff in managing the most common medical conditions in school.
- Provide information about where the school can access other specialist training.
- Ensure healthcare plans are completed and reviewed annually.

## **First aiders**

First aiders at this school have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the academy.
- When necessary ensure that an ambulance or other professional medical help is called.

## **Special educational needs coordinators**

SEN's at this school have a responsibility to:

- Help update the school's medical condition policy.
- Know which pupils have a medical condition and which have special educational needs because of their condition.
- Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or coursework.

## **Pupils**

The pupils at this school have a responsibility to:

- Treat other students with and without a medical condition equally.
- Tell their parents, teacher or nearest staff member when they are not feeling well.
- Let a member of staff know if another pupil is feeling unwell.
- Treat all medication with respect.
- Know how to gain access to their medication in an emergency.

## **Parents**

The parents of a child at this school have a responsibility to:

- Tell the school if their child has a medical condition.
- Ensure the school has a complete and up-to-date Healthcare plan for their child.
- Inform the school about the medication their child requires while taking part in visits, outings or field trips and other out-of-school activities.
- Tell the school about any changes to their child's medication, what they take, when and how much.
- Inform the school of any changes to their child's condition.
- Ensure their child's medication and medical devices are labelled with their child's full name.
- Provide the school with appropriate spare medication labelled with their child's name.
- Ensure medication is within expiry dates.
- Keep child at home if they are not well enough to attend school.
- Ensure their child catches up on any work they have missed.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.

\*The term 'parent' implies any person or body with parental responsibility such as foster parent or carer

**Reviewed:** November 2021

**Next Review Date:** November 2022