



Argyle
Primary
School

Medical Conditions Policy

2023-2024

Revised Date: Autumn 2022
Agreed by: FGB 30.11.2023
Review Date: Autumn 2024

POLICY STATEMENT

Argyle is an inclusive school that welcomes and supports pupils with medical conditions.

Our school provides all pupils with any medical condition the same opportunities as others at school.

The school makes sure all staff understand their duty of care to children and young people in the event of 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.

The named member of school staff responsible for this medical condition policy and its implementation is Bernie Mukasa, Deputy Headteacher.

Policy framework

The policy framework describes the essential criteria for how the school can meet the needs of children and young people with long-term medical conditions.

1. Argyle is an inclusive school that supports and welcomes pupils with medical conditions.

This 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. However, the constraints of the physical environment are such that the school is not suitable for learners (in KS1 or KS2) who require the use of a wheelchair. Wheelchair access is available for children in the EYFS.

We will listen to the views of pupils and parents. *The term 'parent' implies any person or body with parental responsibility such as a foster parent, carer, guardian or local authority.*

At Argyle

- Pupils 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 pupils 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.
- The whole school and local health community understand and support the medical conditions policy.
- This school understands that all children with the same medical condition will

not have the same needs.

- 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 (Northern Ireland only) relate to children with disability or medical conditions and are anticipatory.
- Staff at Argyle are expected to do what is reasonable and practical to support the inclusion of all pupils. This will include administering medicines or supervising children in self-administration. However, as there is no legal or contractual duty, staff may be asked, but cannot be directed, to do so.

2. This school's medical conditions policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings.

Stakeholders include pupils, parents, school nurse, school staff, governors, relevant local health services and relevant medical support organisations.

3. The medical conditions policy is communicated to all stakeholders to ensure its full implementation.

Pupils, parents, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels

4. Children with a medical condition have an individual healthcare plan (IHP).

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

5. All first aiders and any teaching staff working with children with serious medical conditions are trained in what to do in an emergency for children with medical conditions.

- A child's IHP explains what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.

6. All staff understand and are trained in the school's general emergency procedures.

- All staff, including temporary or supply staff, know what action to take in an emergency and receive updates at least yearly.
- If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car.

7. This school has clear guidance on providing care and support and administering medication at school.

- This school understands the importance of medication being taken and care received as detailed in the pupil's IHP.
- This school will make sure that there is more than one member of staff who have been trained to administer the medication and meet the care needs of an individual child.
- This school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. This school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- This school will not give prescription medication to any child without a parent's written consent. The school does not administer non-prescription medication under any circumstances (see Appendix 1)
- This school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.
- Parents at this school understand that they should let the school know immediately if their child's needs change.
- If a pupil misuses their medication, or anyone else's, their parent is informed as soon as possible and the school's disciplinary procedures are followed.

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

- This school makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities, and is not locked away.
- Pupils should know exactly where to access their medication, though they will never access this unsupervised. Auto injectors are kept in classrooms and the medical room.
- Staff at this school can administer a controlled drug to a pupil once they have had specialist training.
- This 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 (see Appendix 1).
- This 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.
- This school disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school. They are collected and disposed of in line with local authority procedures.

9. 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 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.

- This school has a centralised register of IHPs, and Kareen Baker has the responsibility for this register.
- IHPs are regularly reviewed, at least every year or whenever the pupil's needs change.
- The pupil (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 pupils in their care.
- This school makes sure that the pupil's confidentiality is protected.
- This school seeks permission from parents before sharing any medical information with any other party.
- This 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 pupil's IHP which accompanies them on the visit.
- This school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
- This school makes sure that all staff providing support to a pupil 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 pupil's IHP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent. The specialist nurse/ school nurse/other suitably qualified healthcare professional will confirm their competence, and this school keeps an up-to- date record of all training undertaken and by whom.

10. This school 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.

- This 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.
- This 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.
- All staff are 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.
- This school understands the importance of all pupils 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 pupils. This includes out-of-school clubs and team sports.

- This 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.
- This school makes sure that pupils have the appropriate medication /equipment /food with them during physical activity.
- This 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.
- 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.
- This school will not penalise pupils for their attendance if their absences relate to their medical condition.
- This 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 and the pupil's healthcare professional.
- Pupils at this school learn what to do in an emergency.
- This 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 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.

11. 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.

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

12. 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.

- This school works 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.

- A risk assessment is carried out when a child returns to school from major injury or illness, any additional medical needs / requirements are identified.

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

- This school works 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.
- This school is committed to keeping in touch with a child when they are unable to attend school because of their condition.

14. The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year.

- 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.

Related policies

Administration of Medicines

Asthma Policy

Health and Safety Policy

Safeguarding Policy

APPENDIX 1

Prescription medicines

1. Medicines should only be brought to school when essential (where it would be detrimental to the child's health if the medicine were not administered during the school day, e.g. antibiotics that need to be taken 3 x per day).
2. All medicines, including inhalers brought in by parents, are given to a member of the school office staff who will record all the details on the Medicines Administration form before securing the medicine safely in the medical room. Medicines will only be accepted for administration in the school on completion of a Medicines Administration form by a parent or carer – see Appendix 4.
3. Medicines will only be accepted in the original container as dispensed by a pharmacist and with the prescriber's instructions for administration.
4. The medicine should be clearly marked with the child's full name, date of birth, class, dosage and time medication should be taken.
5. The appropriate dosage spoon should be included with all medicines sent to school where appropriate.
6. Any medicine administered will be recorded on CPOMS.
7. With parents' permission, children may administer inhalers themselves while supervised by a member of staff (this does not need to be a first aider).
8. School will not accept any medication in unlabelled containers.

Non-prescription medicines

- Non-prescription medicines may not be administered by a member of the school staff. If a parent requires non-prescription medicine to be administered to their child during school hours, they will be asked to come into the school to administer the medicine themselves.

APPENDIX 2

Safe storage of medicines

The school is responsible for ensuring that all medicines are stored safely. Medicines should be kept in the supplied container, clearly marked with the child's name, dose and frequency of administration.

Admin staff and first aiders will ensure safe storage and administration of medicines and follow these procedures:

To ensure safe storage and administration of medicines:

- All medicines are stored securely in a locked cabinet or, where necessary, in a specially designated fridge in the medical room.
- Asthma inhalers are kept in the medical room.
- Auto injectors are in individual children's trays in sealed labelled bags in the medical room.
- Each year staff working closely with children who may need an Auto injector are trained in how to administer Auto injector effectively and safely.
- First aiders must record the administration of all medicines in CPOMS or in the Medicines Administration form kept in the office each time medicine is administered within school time.

APPENDIX 3

ADMINISTRATION OF MEDICAL AID

Use of defibrillators

A defibrillator is kept in the medical room. A group of staff have been trained in its use.

Emergency asthma inhaler

Since 1st October 2014 schools are allowed to keep a salbutamol inhaler for use in emergencies when a child with asthma cannot access their own inhaler. Although this is not a requirement, Argyle has decided to keep an inhaler for emergency use. It is only for children who have been diagnosed with asthma and prescribed an inhaler or who have been prescribed an inhaler as reliever medication. It can only be used when parents have given prior consent. In the event of an emergency, the emergency inhaler will be administered. Parents will then be contacted and notified.

Emergency Epi pen auto injector

The adrenaline auto-injectors will be used in line with the manufacturer's instructions, for the emergency treatment of anaphylaxis in accordance with the Human Medicines (Amendment) Regulations 2017. This allows schools to purchase "spare" back-up adrenaline auto-injectors for the emergency treatment of anaphylaxis.

Managing medicines on school trips

On school trips the teacher is responsible for taking any medication needed by the pupils in the class (e.g. asthma inhalers, Auto injector, eczema cream, etc.) with them and a first aid bag and for ensuring that a first aider is booked whenever there is a child with medical needs. If medicine is given during a school trip, a note should be made at the time and the Medicines Administration form completed immediately on return to school.

APPENDIX 4 - Record of parent authorisation: Medicine administered to children

Parental agreement for school to administer medicine

The school will not give your child medicine unless you complete and sign this form. The school has a policy that the staff can administer medicine.

Date for review to be initiated by	GP / School Nurse / Welfare			
Name of school/setting	Argyle Primary School			
Name of child				
Date of birth				
Class				
Medical condition or illness				

Medicine				
Name/type of medicine <i>(as described on the container)</i>				
Expiry date				
Dosage and method				
Timing				
Special precautions/other instructions				
Are there any side effects that the school/setting needs to know about?				
Self-administration – y/n				
Procedures to take in an emergency				
NB: Medicines must be in the original container as dispensed by the pharmacy				

Parent Contact Details	
Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	A member of the office team / First Aider

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____