

## **New Forest Small School**

### **MEDICAL CONDITIONS IN SCHOOL POLICY**

Member of Staff Responsible	Headteacher
Regularity of Review	Every 2 Years

#### **RATIONALE**

**New Forest Small is an inclusive community that aims to support and welcome students with medical conditions. We aim to provide all students with all medical conditions the same opportunities as others at school and achieve this by ensuring that:**

- All New Forest Small staff understand their duty of care to students in the event of an emergency.
- All staff feel confident in knowing what to do in an emergency.
- The school understands that certain medical conditions are serious and can be potentially life threatening.
- The school understands the importance of medication being taken as prescribed.
- All staff understand the common medical conditions that affect children at this school.
- Staff receive additional training where needed for any children they may be working with who have complex health needs supported by an Individual Health Plan (Appendix 1 – form 1).

#### **PRACTICE**

- 1. This school is an inclusive community that aims to support and welcome students with medical conditions**
  - a. This school understands that it has a responsibility to make the school welcoming and supportive to students with medical conditions who currently attend and to those who may enroll in the future.
  - b. This school aims to provide all students with all medical conditions the same opportunities as others at school. We will help to ensure they can be healthy, stay safe, enjoy, achieve and make a positive contribution and achieve economic well-being.
  - c. Students with medical conditions are encouraged to take control of their condition.
  - d. This school aims to include all students with medical conditions in all school activities. Staff recognise that some medical conditions are counted as disabilities according to the definition in the 2010 Equality Act and that there is a legal requirement to ensure that students with disabilities are not subject to unfair disadvantage in comparison to those without (indirect discrimination).
  - e. Parents/carers of students with medical conditions are aware of the care their children receive at this school.
  - f. This school ensures all staff understand their duty of care to children and young people in the event of an emergency.
  - g. All staff have access to information about what to do in an emergency.
  - h. This school understands that certain medical conditions are serious and can be potentially life-

threatening.

- i. All staff have an understanding of the common medical conditions that may affect children at this school.
- j. Staff receive regular updates. The Head Teachers are responsible for ensuring staff receive regular updates.
- k. The medical conditions policy is understood and followed by the whole school.

**2. The medical conditions policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation**

- a. School staff are informed and regularly reminded about the school's medical conditions policy:
- b. Through the staff induction pack and staff meetings.
- c. Through scheduled medical conditions updates.
- d. Supply and temporary staff are informed of the policy and their responsibilities including who is the designated person, any medical needs or Individual Health Plans related to the children in their care and how to respond in emergencies.
- e. Staff are made aware of any Individual Health Plans as they relate to their teaching/supervision groups. This is a role for the designated person.

**3. Relevant staff understand and are updated in what to do in an emergency for the most common serious medical conditions at this school**

- a. Relevant staff at this school are aware of the most common serious medical conditions at this school.
- b. Staff at this school understand their duty of care to students both during, and at either side of the school day in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent/carer. This may include administering medication.
- c. Staff receive updates at least once a year for asthma and other medical needs where necessary and needed and know how to act in an emergency. Additional training is prioritized for key staff members who work with children who have specific medical conditions supported by an Individual Health Plan (Appendix 1 Form 1)
- e. This school uses Individual Health Plans to inform the appropriate staff of students with complex health needs in their care who may need emergency help.
- f. This school has procedures in place so that a copy of the student's Individual Health Plan is sent to the emergency care setting with the student. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.
- g. If a student needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. This school will try to ensure that the staff member will be one the student knows. The staff member concerned should inform the Head Teachers.

**4. The school has clear guidance on the administration of medication at school and this can be found in the Administration of Medicines Policy.**

**5. This school has clear guidance about record keeping for students with medical conditions**

**Enrolment forms**

- a. Parents/carers at this school are asked if their child has any medical conditions. It is the parents/carers responsibility to notify the school of their child's medical conditions and support needed and to keep the school updated when there are changes in their medical needs or condition.

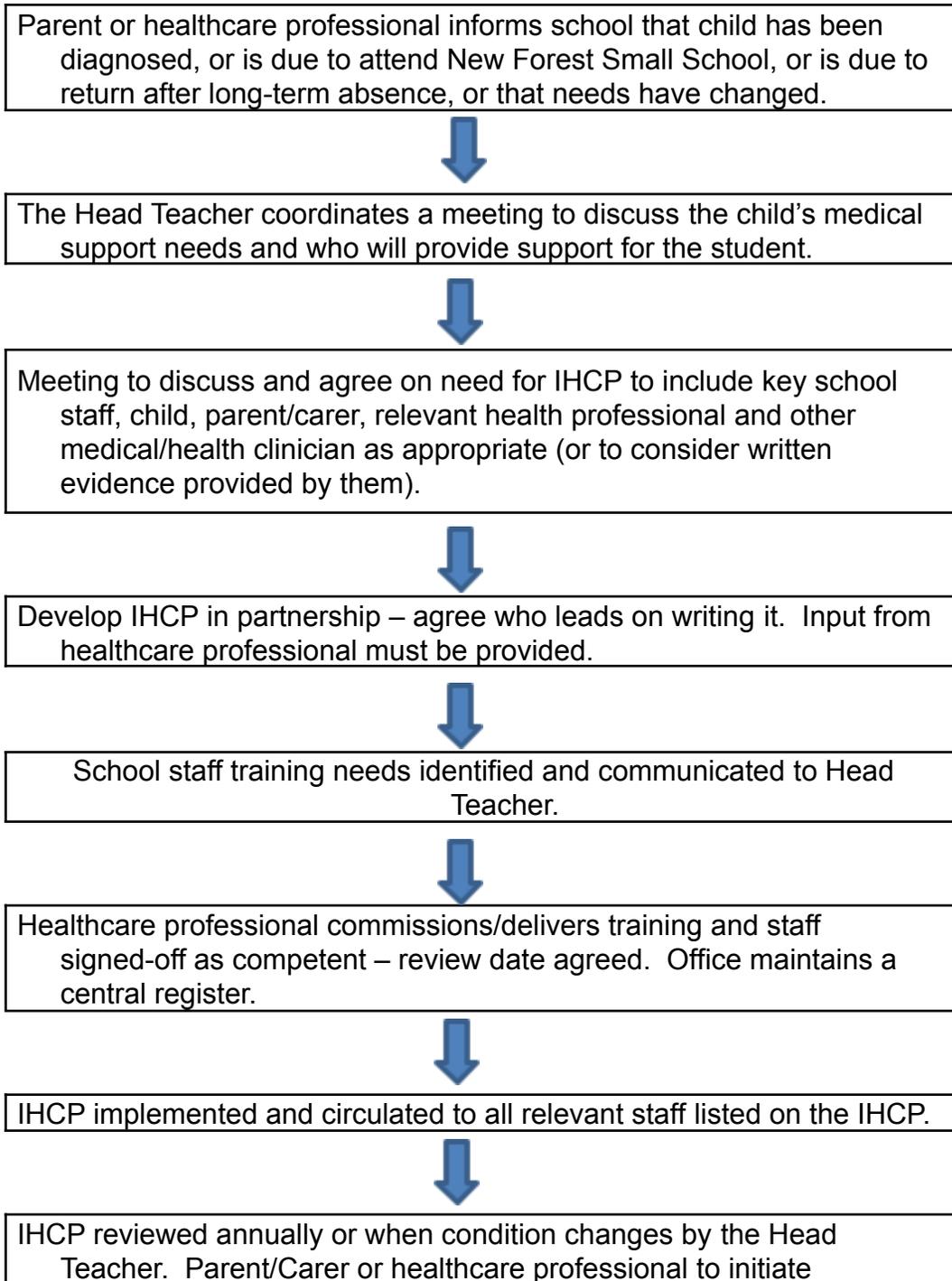
- b. If a student has a short-term medical condition that requires medication during school hours (e.g. antibiotics to cover a chest infection), a medication form plus explanation is sent to the student's parents/carers to complete.

### **Individual Health Plans (Appendix1 Form 1)**

#### *Drawing up Individual Health Plans*

- c. This school uses an Individual Health Plan for children with complex health needs to record important details about the individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Individual Health Plan if required, (see Appendix 1 Form 1)
- d. It is the parent's responsibility to fill in the Individual Health Plan and return the completed form to the office. If the office does not receive an Individual Health Plan, all school staff should follow standard first aid measures in an emergency. The Office Administrator will be responsible for contacting the parent/carer if health information has not been returned. If an Individual Health Plan has not been completed, the Office Administrator will contact the parents/carer to organize a meeting for the plan to be completed.
- e. The finalised plan will be given to parents/carers, and relevant school staff.
- f. This school ensures that a relevant member of school staff is present, if required, to help draw up an individual health plan for students with complex health or educational needs.

# New Forest Small School's process for developing Individual Healthcare Plans (IHCP).



### **School Individual Health Plan register**

- g. Individual Health Plans are used to create a centralised register of students with complex health needs. An identified member of school staff has responsibility for the register at this school. A procedure is in place to ensure that the child's record, contact details and any changes to the administration of medicines, condition, treatment or incidents of ill health in the school is updated on the schools record system.
- h. The responsible member of school staff follows up with the parents/carers and health professional if further detail on a student's Individual Health Plan is required or if permission or administration of medication is unclear or incomplete.

### **Ongoing communication and review of Individual Health Plans**

- i. Parents/carers at this school are regularly reminded to update their child's Individual Health Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change. Each Individual Health Plan will have a review date.  
Parents/carers have a designated route/person to direct any additional information, letters or health guidance to in order that the necessary records are altered quickly and the necessary information disseminated.

### **Storage and access to Individual Health Plans**

- j. Parents/carers and students (where appropriate) at this school are provided with a copy of the student's current agreed Individual Health Plan.
- k. When a member of staff is new to a student group, for example due to staff absence, the school makes sure that they are made aware of the Individual Health Plans and needs of the students in their care.
- l. This school ensures that all staff protect students confidentiality.
- m. This school informs parents/carers that the Individual Health Plan would be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day. This is included on the Individual Health Plan.
- n. The information in the Individual Health Plan will remain confidential unless needed in an emergency.

### **Use of Individual Health Plans**

Individual Health Plans are used by this school to:

- Inform the appropriate staff about the individual needs of a student with a complex health need in their care.
- Identify important individual triggers for students with complex health needs at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of triggers.
- Ensure this school's emergency care services have a timely and accurate summary of a student's current medical management and healthcare in an emergency

### **Consent to administer medicines**

- o. If a student requires regular prescribed medication at school, parents/carers are asked to provide consent on their child's medication plan giving the student or staff permission to administer medication on a regular/daily basis, if required. This form is completed by parents/carers for

students taking short courses of medication.

- p. All parents/carers of students with a complex health need who may require medication in an emergency are asked to provide consent on the Individual Health Plan for staff to administer medication.

### **Residential visits**

- q. Parents/carers are sent a residential visit form to be completed and returned to school before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the student's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the student manage their condition while they are away. This includes information about medication not normally taken during school hours.
- r. All residential visit forms are taken by the relevant staff member on visits where medication is required. These are accompanied by a copy of the student's individual health plan.
- s. All parents/carers of students with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to supervise administration of medication at night or in the morning if required.
- t. The residential visit form also details what medication and what dose the student is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the student manage their condition while they are away. A copy of the Individual Health Plan and equipment/medication must be taken on off-site activities.

### **Record of Awareness Raising Updates and Training**

- u. This school holds updates on common medical conditions once a year. A record of the content and attendance of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive updates.
- v. All school staff who volunteer or who are contracted to administer emergency medication are provided with training, if needed, by a specialist nurse, doctor or school nurse. The school keeps a register of staff who have had the relevant training, it is the school's responsibility to arrange this.
- w. This school risk assesses the number of first aiders it needs and ensures that the first aiders are suitably trained to carry out their responsibilities.

**6. This 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. Reasonable adjustments will be made wherever possible to enable students with medical conditions to participate in school life and to minimise disadvantage.**

### **Physical environment**

- a. This school is committed to providing a physical environment that is as accessible as possible to students with medical conditions.
- b. This school aims to meet the needs of students with medical conditions and to ensure that the physical environment at this school is as accessible as possible.
- c. This school's commitment to an accessible physical environment includes out-of-school; it also recognises that this may sometimes mean changing activities or locations.

### **Social interactions**

- d. This school ensures the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.
- e. This school ensures the needs of students with medical conditions are adequately considered to

ensure they have access to extended school activities such as school discos, school plays, after school clubs and residential visits.

- f. All staff at this school are aware of the potential social problems that students with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.
- g. Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst students and to help create a positive social environment.

### **Exercise and physical activity**

- h. This school understands the importance of all students taking part in sports, games and activities.
- i. This school seeks to ensure all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all students.
- j. This school seeks to ensure that all classroom teachers, PE teachers and sports coaches understand that if a student report they are feeling unwell, the teacher should seek guidance before considering whether they should take part in an activity.
- k. Teachers and sports coaches are aware of students in their care who have been advised, by a healthcare professional, to avoid or to take special precautions with particular activities.
- l. This school ensures all PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for students' medical conditions when exercising and how to minimise these triggers.
- m. This school seeks to ensure that all students have the appropriate medication or food with them during physical activity and that students take them when needed.
- n. This school ensures all students with medical conditions are actively encouraged to take part in out-of- school clubs and team sports.

### **Risk Assessments**

- o. Risk assessments are carried out by this school prior to any out-of-school visit or off site provision and medical conditions are considered during this process. This school considers: how all students will be able to access the activities proposed; how routine and emergency medication will be stored and administered, where help can be obtained in an emergency, and any other relevant matters.
- p. This school understands that there may be additional medication, equipment or other factors to consider when planning residential visits or off site activities. This school considers additional medication and facilities that are normally available at school.
- q. This school ensures risk assessments are carried out by an external provider qualified to do so before students start any work experience or off-site educational placement. It is this school's responsibility to ensure that the placement is suitable, including travel to and from the venue for the student. Permission is sought from the student and their parents/carers before any medical information is shared with an employer or other education provider.

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

- a. This school works in partnership with all interested and relevant parties including school staff, and community healthcare professionals and any relevant emergency practitioners to ensure the policy is planned, implemented and maintained successfully.
- b. The following roles and responsibilities are used for the medical conditions policy at this school.

These roles are understood and communicated regularly.

**The Head Teachers** *have a responsibility to:*

- Ensure the health and safety of their staff and anyone else on the premises or taking part in school activities (this includes all students). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips.
- Ensure the schools health and safety policies and risk assessments are inclusive of the needs of students with medical conditions and reviewed annually.
- Make sure the medical conditions policy is effectively implemented, monitored and evaluated and regularly updated.
- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks.
- Ensure the policy is put into action, with good communication of the policy to all staff, parents/carers and governors.
- Ensure every aspect of the policy is maintained.
- Ensure that if the oversight of the policy is delegated to another senior member of staff ensure that the reporting process forms part of their regular supervision/reporting meetings.
- Monitor and review the policy at regular intervals, with input from School Manager parents/carers, staff and external stakeholders.

**All New Forest Small's school staff** 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.
- Call an ambulance in an emergency.
- Understand the school's medical conditions policy.
- Know which students in their care have a complex health need and be familiar with the content of the student's Individual Health Plan.
- Know the schools registered first aiders and where assistance can be sought in the event of a medical emergency.
- Maintain effective communication with parents/carers including informing them if their child has been unwell at school.
- Ensure students who need medication have it when they go on a school visit or out of the classroom.
- Be aware of students with medical conditions who may be experiencing bullying or need extra social support.
- Understand the common medical conditions and the impact these can have on students.
- Ensure that all students with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure that students have the appropriate medication or food during any exercise and are allowed to take it when needed.

**Teaching staff** have an additional responsibility to also:

- Ensure students who have been unwell have the opportunity to catch up on missed school work.
- Be aware that medical conditions can affect a student's learning and provide extra help when students need it, in liaison with the SENCo.
- Liaise with parents/carers, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition.

**First aiders** have an additional responsibility to:

- Give immediate, appropriate help to casualties with injuries or illnesses.

- When necessary ensure that an ambulance is called.
- Ensure they are trained in their role.

**Special educational needs coordinators** have the additional responsibility to:

- Ensure teachers make the necessary arrangements if a student needs special consideration or access arrangements in exams or coursework.

**Students** have a responsibility to:

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

**Parents/carers** have a responsibility to:

- Tell the school if their child has a medical condition or complex health need
- Ensure the school has a complete and up-to-date Individual Health Plan if their child has a complex health need.
- Inform the school about the medication their child requires during school hours.
- Inform the school/provider of any 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.
- Ensure that the school has full emergency contact details for them.
- Provide the school with appropriate spare medication labelled with their child's name.
- Ensure that their child's medication is within expiry dates.
- Keep their child at home if they are not well enough to attend school.
- Ensure their child catches up on any school work they have missed.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.
- If the child has complex health needs, ensure their child has a written Individual Health Plan for school and if necessary an asthma management plan from their doctor or specialist healthcare professional to help their child manage their condition.
- Have completed/signed all relevant documentation.

## **8. The medical conditions policy is regularly reviewed evaluated and updated.**

- a. This school's medical condition policy is reviewed, evaluated and updated in line with the school's policy review timeline – every two years, or earlier if necessary.

## Appendix 1

### Healthcare Plan

Name of School/Setting \_\_\_\_\_

Child's name \_\_\_\_\_

Year Group \_\_\_\_\_

Date of Birth \_\_\_\_\_

Child's Address \_\_\_\_\_

\_\_\_\_\_

Medical Diagnosis or Condition

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Review date \_\_\_\_\_

### CONTACT INFORMATION

#### Family contact 1

Name \_\_\_\_\_

Phone No. (work) \_\_\_\_\_ (home) \_\_\_\_\_

(mobile) \_\_\_\_\_

#### Family contact 2

Name \_\_\_\_\_

Phone No. (work) \_\_\_\_\_ (home) \_\_\_\_\_

(mobile) \_\_\_\_\_

**Clinic/Hospital contact** \_\_\_\_\_

Name \_\_\_\_\_

Phone No. \_\_\_\_\_

**GP** \_\_\_\_\_

Name \_\_\_\_\_

Phone No. \_\_\_\_\_

Describe medical needs and give details of child's symptoms & treatment

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Daily care requirements Medication (dose): (e.g. before sport/at lunchtime)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe what constitutes an emergency for your child, and the action to take if

This occurs:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Follow up care:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who is responsible in an Emergency : (State if different for off-site activities)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**School info**

Attendance % \_\_\_\_\_

Reintegration meeting date \_\_\_\_\_

Follow up meeting date \_\_\_\_\_

Local authorities/Support Services involved

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Support needed : (to include emotional, additional support in lessons)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Form copied to

\_\_\_\_\_  
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