

# TONBRIDGE FEDERATION



## MEDICAL CONDITIONS POLICY 2023

Policy name	Medical Conditions Policy
School in which policy applies	Hugh Christie and Long Mead Community Primary School
Date written	February 2021
Date agreed by Governing Body	March 2021
Date of renewal	Feb'23, Feb'25
Senior member of staff with oversight	Mark Fenn (Hugh Christie) Elizabeth Alexander (Long Mead)
Governor with oversight	Malcolm Cole

Throughout this policy, the terms 'Federation' and 'schools' relate to both Hugh Christie School and Long Mead Primary School. The term 'parents' refers to parents or carers of a student.

### **Policy statement**

The Tonbridge Federation is an inclusive community that welcomes and supports pupils with medical conditions. We will help to ensure all students can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution

The Federation understands the importance of medication and care being taken as directed by healthcare professionals and parents.

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

This Federation understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood.

All staff understand the medical conditions that affect pupils at each school. Staff receive training on the impact medical conditions can have on pupils.

### **Policy framework**

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

- This Federation is an inclusive community that supports and welcomes pupils with medical conditions.
- This Federation 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.
- The Federation understands and supports the medical conditions policy.
- This Federation understands that all children with the same medical condition will not have the same needs.
- The Federation 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.

## **Consultation / Stakeholders**

This Federation's medical conditions policy has been drawn up in consultation with a wide range of local key stakeholders.

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

Children with a serious medical condition or who are deemed to be at high risk should have an individual healthcare plan (IHP). Refer to the Medicines Policy for details of the IHP. Parents can request a meeting to discuss an IHP being put in place for their child.

A child's IHP should explain what help they need in an emergency. The IHP may 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.

## **Emergencies**

All staff understand what to do in an emergency for children with medical conditions in the Federation. An appropriate number of staff are trained in what to do in an emergency.

For students who need to attend hospital, the law states:

- Students under the age of 14 must be escorted with an adult to hospital. The adult must remain with them until a parent/carer arrives.
- Students of 14 years or over can only request an adult to accompany them to hospital if a parent/carer cannot escort them themselves or meet them at the hospital on arrival.

In all cases, the Federation will send a member of staff (preferably known to the pupil) to accompany a child taken to hospital by ambulance and will stay with them until a parent arrives.

The accompanying staff member will not take pupils to hospital in their own car. They will leave and transfer responsibility to the parent/carer when the parent/carer arrives, unless a live safeguarding issue is present.

## **Administering Medication**

The schools have clear guidance on providing care and support and administering medication at school (refer to the Medicines Policy).

The Federation has made sure that there is a trained member of staff to administer the medication and meet the care needs of an individual child.

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The Governing body has made sure that there is the appropriate level of insurance and liability cover in place.

The schools do not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent. Only in exceptional circumstances, such as an extreme emergency, will verbal consent be deemed appropriate. When administering medication, for example pain relief, the Federation will check the maximum dosage and when the previous dose was given. Parents will be informed. This Federation will not give a pupil under 16 aspirin unless prescribed by a doctor.

The Federation 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 Federation 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 Federation's disciplinary procedures are followed.

### **Storage of medication**

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

Pupils may **not** carry their own medication/equipment. The only exception to this is for students who are either diabetic, asthmatic or who are anaphylaxis students. In these cases, an Individual Health Plan (IHP) will be drawn up between all parties highlighting the terms and conditions and the risks associated with the medication being with the student.

Staff and pupils cannot carry controlled drugs. The schools will store controlled drugs securely. The drugs will be stored in a secure unit with 2 locks permanently attached to a wall, require 2 keys to access the drugs, require 2 staff to be present when opening the secure unit, with only named staff having access. Staff at the schools can administer a controlled drug to a pupil once they have had specialist training. Everything must be logged and signed by the patient and the named members of staff.

The schools 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.

The schools will only store medication that is in date, labelled and in its original container/packaging, where all instructions can be read. Exceptions to this are:

- Insulin; which must still be in date and will generally be supplied in an insulin injector pen or a pump.

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- If the NHS or Local authority provide information which contradicts the above statement e.g. In November 2018, the NHS and Local authority deemed out of date Epipens to be safe and should be used by schools in an emergency.

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.

The schools disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at the school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

### **Record Keeping**

The Federation has clear guidance about record keeping.

Parents are asked if their child has any medical conditions on the enrolment form.

The schools use 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. There is a centralised register of IHPs, and an identified member of staff has the responsibility for this register. IHPs are regularly reviewed, at least every year or whenever the pupil's needs change.

The schools make sure that the pupil's confidentiality is protected. The schools seek permission from parents and students before sharing any medical information with any other party.

The schools discuss 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.

The schools keep an accurate record of all medication administered, including the dose, time, date and supervising staff.

### **The School Environment**

The Federation 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.

The Federation is committed to providing a physical environment accessible to pupils with medical conditions. It is also committed to an accessible physical environment for out-of school activities.

## *Medical Conditions Policy*

The schools make 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.

The schools understand 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.

The schools 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.

The schools make 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.

### **Health & Safety Risks**

The schools are aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The schools are actively working towards reducing or eliminating these health and safety risks and have a written schedule of reducing specific triggers to support this.

The schools are committed to identifying and reducing triggers both at school and on out-of school visits.

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.

The schools review all medical emergencies and incidents to see how they could have been avoided and if necessary, changes to the school policy are made according to these reviews.

### **General Information**

Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), the schools will work with the local authority and education provider to ensure that the child receives the support they need to reintegrate effectively.

## *Medical Conditions Policy*

The Federation works in partnership with all relevant parties to ensure that the policy is planned, implemented and maintained successfully.

The medical conditions policy is regularly reviewed, evaluated and updated. In evaluating the policy, the Federation seeks feedback from key stakeholders with the views of pupils with medical conditions central to the evaluation process.

### **Other Related Policies**

The following policies should be read in conjunction with this policy:

- Long Mead Behaviour Policy
- Hugh Christie Character, Conduct & Culture Policy
- Tonbridge Federation Medicines Policies