



**ST CLEMENT'S**  
HIGH SCHOOL

# Managing Medical Conditions Policy

**Approved by:** [Headteacher]

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## **1. Introduction**

St. Clement's High School is an inclusive community that welcomes and supports pupils with medical conditions and provides all pupils with any medical condition the same opportunities as others at school. St. Clement's High School makes sure 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.

We understand that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood and understand the importance of medication and care being taken as directed by healthcare professionals and parents.

We are 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. We will listen to the views of pupils and parents.

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. We understand that all children with the same medical condition will not have the same needs. All staff understand their duty of care to children and young people.

We recognise that duties in the Children and Families Act and the Equality Act relate to children with disability or medical conditions and are anticipatory. All staff are aware of what to do in the event of an emergency for pupils with medical conditions at this school. All students' medical conditions are recorded on SIMS, as provided by parents at admission. All staff have access to medical information, emergency procedures, signs and symptoms information through SIMS and Individual Healthcare Plans (IHP).

## **2. Emergency situations**

Where a student has an individual healthcare plan, this should clearly set out what constitutes an emergency for that student and what to do, including ensuring all relevant staff are aware of emergency symptoms and procedures.

If a medical situation arises with a student who does not have an individual healthcare plan, for example they become ill or are involved in an incident which causes them injury, a member of staff who is trained in first-aid should administer first-aid appropriately and assess whether or not the student requires further medical treatment.

For any student, if the student requires further medical treatment, but the condition is not urgent enough to call an ambulance, the student's parents should be contacted. They will normally be asked to take their child to the doctor or hospital so that they can be there to give permission for treatment as appropriate. If the parent is not available, the first-aider may decide to call an ambulance, in which case a member of staff will go to hospital and stay with the student until the parent is able to get to the hospital.

If the situation is deemed to be urgent or life-threatening, the school should call an ambulance immediately and contact the parents to meet their child at the hospital. A member of staff should go to the hospital and stay with the student until the parent arrives. Staff should always call an ambulance in the following circumstances:

1. In the event of a serious injury or critical illness;
2. In the event of any serious head injury, causing significant blood loss, loss of

3. consciousness or vomiting;
4. In the event that an Epi-Pen has been administered.
5. In the event that the first-aider does not consider that they can adequately deal with the presenting condition by the administration of first aid or if they are unsure of the correct treatment.

### **3. Administering medication**

We understand the importance of medication being taken and we will make sure that there is more than one member of staff who has been trained to administer the medication and meet the care needs of an individual child as necessary.

We will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. Our Trust will ensure sure that there is the appropriate level of insurance and liability cover in place.

We will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances.

When administering medication, for example pain relief, this school will gain verbal parental consent and dosage allowed before administrating the medication.

We 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, where necessary.

Parents of children at St. Clement's High 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.

### **4. Storage of medication and equipment**

We make sure that all staff understand what constitutes an emergency for an individual child and make 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 may carry their own medication/equipment, or they should know exactly where to access it. Pupils can carry controlled drugs if they are competent, otherwise this school will keep controlled drugs stored securely, but accessibly, with only named staff having access.

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. 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 a pump.

Parents are asked to collect all medications/equipment at the end of each academic year, and to provide new and in-date medication at the start of each academic year.

We will dispose 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.

## **5. Guidance about record keeping**

Parents at this school are asked if their child has any medical conditions on the enrolment form. We 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.

We have 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 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. We make sure that the pupil's confidentiality is protected. This school seeks permission from parents before sharing any medical information with any other party.

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

We make sure that all staff providing support to a pupil, where necessary, has 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.

## **6. Inclusive environment**

St. Clement's High 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. We are 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. We 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. We 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. We make sure that pupils have the appropriate medication/equipment/food with them during physical activity. We make sure 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. We make 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, provided this is supported by medical evidence. We 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. 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. Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), we will work with the local authority and education provider to ensure that the child receives the support they need to reintegrate effectively. We are committed to keeping in touch with a child when they are unable to attend school because of their condition.

## **7. Reducing Health & Safety risks and Triggers**

St. Clement's High 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 and has a written schedule of reducing specific triggers to support this. We are committed to identifying and reducing triggers both at school and on out-of-school visits.

School staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers. We have a list of triggers for pupils with medical conditions. 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.

We work in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing body, all school staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully. We will review all medical emergencies and incidents to see how they could have been avoided, and change school policy according to these reviews.

## **8. Roles and responsibilities**

Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective Medical Conditions Policy. We work in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing body, all school staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

## **9. Review**

The Medical Conditions Policy is regularly reviewed, evaluated and updated. 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.

## **10. Contacts**

To discuss a pupil's medical needs contact the relevant Pastoral Officer.