



## **Policy for Supporting Children with Medical Conditions**

Name of the school: Spaldwick Community Primary School

Person Responsible: Headteacher, Governors

Review Date: September 2023

Distribution to: All staff, Governors

Reviewed September 2023 – No changes

Reviewed September 2022 – updated formatted, changes to sections 1, 5, 6 and 8

Reviewed September 2021

Reviewed September 2020

Reviewed September 2019

Reviewed September 2018

## 1. Introduction

**Spaldwick Primary School is an inclusive community that welcomes and supports children with medical conditions. We recognise that a medical condition is the state of a patient's mental or physical health. We strive to ensure that all children with any medical condition are provided with 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 and achieve economic wellbeing once they leave school.
- Information about medical conditions is shared with all staff to enable them to support children appropriately.
- All staff at our school understand their duty of care to children and young people in the event of an emergency and feel confident in knowing what to do in an emergency.
- The staff at Spaldwick School understand that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood. Staff understand the medical conditions that affect children at our school and receive training on the impact these conditions can have on children.
- We understand 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 conditions policy and its implementation is: Louise Worrell.

## 2. 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. We are welcoming and supportive of children with medical conditions. We provide children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other children. 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 always consider the views of children and parents so that they feel confident that the level of the care provided will meet their needs. Staff understand the medical conditions of children at this school and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn. Our 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. We understand 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.

Stakeholders include children, parents, school staff, governors, relevant local health services and relevant supporter organisations.

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

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

**4. Spaldwick School expects parents to provide timely updates to allow us to support all children in line with the medical conditions policy.**

**5. Children with a medical condition requiring specialist support and medication have an individual protocol.**

- A protocol details exactly what care a child needs in school, when they need it and who is going to give it.
- It will include information on the impact any health condition may have on a child's learning, behaviour or classroom performance.
- The protocol is written with input from the child (if appropriate) their parent/carer, relevant school staff and healthcare professionals, ideally a specialist if the child has one.

**6. All staff understand and are trained in what to do in an emergency for children with medical conditions at this school.**

- All school staff, including temporary or supply staff, are aware of the medical conditions at our school and understand their duty of care to children in an emergency.
- Individual protocols are displayed inside the classroom cupboard door, so all adults have easy access to them.
- Staff receive training in what to do in an emergency and this is refreshed at least once a year.
- A child's protocol explains what help they need in an emergency. The protocol will accompany a child should they need to attend hospital. Parental permission will be sought and recorded in the protocol for sharing it within emergency care settings.

**7. 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 child needs to attend hospital, a member of staff (preferably known to the child) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. They will not take children to hospital in their own car unless agreed with a parent. If a child is transported by a member of staff two members of staff will accompany the driver and child.
- If a child misuses their medication, or anyone else's, their parent is informed as soon as possible and the school's disciplinary procedures are followed.

**8. Spaldwick School has clear guidance on the storage of medication and equipment at school.**

We ensure that all staff understand what constitutes an emergency for an individual child and ensure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities and is not locked away. Children may carry their emergency medication with them when on an educational visit if they wish to, and it is appropriate. In school, children know exactly where to access their emergency medication. Storage is in a classroom cupboard with the child's photograph on the inside of the door.

Controlled drugs are stored securely in the staffroom medicine cabinet, with only staff having access. We will make sure that all medication is stored safely, and that children with medical conditions know where they are at all times and have access to them immediately.

Medication is checked annually to ensure it is in date, labelled with the dispensing chemist's label, in its original container, and stored 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 the school term, and to provide new and in-date medication at the start of each term.

We dispose of needles and other sharps in line with local policies. When needed 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.

**9. Spaldwick Primary School has clear guidance about record keeping.**

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

Children that receive regular medication have a protocol that is clearly displayed inside the classroom cupboard door and is stored with medication.

The child (where appropriate) parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the protocol. Other school staff are made aware of and have access to the protocol for the children in their care. We ensure that the child's confidentiality is protected and seek permission from parents before sharing any medical information with any other party.

The class teacher and first aider, where necessary, meet with the child (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 child's protocol which accompanies them on the visit.

We keep an accurate record of all medication administered, including the dose, time, date and supervising staff. There are always two members of staff present when medication is administered.

Spaldwick Primary School makes sure that all staff providing support to a child 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 child's protocol. This is provided by the suitably qualified healthcare professional and/or parent.

**10. Spaldwick School ensures that the whole school environment is inclusive and favourable to children with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.**

We are committed to providing a physical environment that is accessible to children with medical conditions and children are consulted to ensure this accessibility. We are also committed to an accessible physical environment for out-of-school activities.

We make sure that the needs of children 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 children with medical conditions may experience and use this knowledge, alongside the school's anti-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 children taking part in physical activity and ensure that relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all children. This includes out-of-school clubs and team sports.

Staff are aware that children should not be forced to take part in activities if they are unwell. They should also be aware of children who have been advised to avoid/take special precautions during activity, and the potential triggers for a child's medical condition when exercising and how to minimise these.

We make sure that children have the appropriate medication/equipment/food with them during physical activity so that children 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 child's medical condition. This school will not penalise children for their attendance if their absences relate to their medical condition.
- We will refer children with medical conditions who are finding it difficult to keep up educationally to the SENCO who will liaise with the child (where appropriate), parent and the child's healthcare professional.
- Children at this school learn what to do in an emergency.
- A risk assessment is always carried out before any out-of-school visit, including work experience and educational placements. The needs of children with medical conditions are considered during this process and plans are put in place for any additional medication

**11. 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 work in partnership with all relevant parties including the child (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.

**12. 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 child (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.

We are committed to keeping in touch with a child when they are unable to attend school because of their condition.

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

In evaluating the policy, we seek feedback from key stakeholders including children, 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 children with medical conditions are central to the evaluation process.

**This policy links to our:**

Positive Conduct Policy  
SEND Policy  
Equality Information and Objectives

Support with this policy from the  
**HEALTH CONDITIONS IN SCHOOLS ALLIANCE**  
[www.medicalconditionsatschool.org.uk](http://www.medicalconditionsatschool.org.uk)