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Church of England Primary School**  
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## Medical Conditions Policy

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<b>Consultation</b>	This Policy has been prepared in line with the guidance and procedures of South West Child Protection Procedures and Somerset Safeguarding Children Board. It is broadly derived from Somerset Children in Education's model policy

### ➤ **Aim**

- The 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.
- The school understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.
- The school understands the importance of medication and care being taken as directed by healthcare professionals and parents.
- All staff understand the medical conditions that affect pupils at the school. Staff receive training on the impact medical conditions can have on pupils.

### **The school is an inclusive community that supports and welcomes pupils with medical conditions.**

- The school provides children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other pupils.
- The school will listen to the views of pupils and parents.
- Staff understand the medical conditions of pupils at the 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.
- The 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 and the Equality Act relate to children with disability or medical conditions is anticipatory.

## **Training**

- All school staff, including temporary or supply staff, are aware of the medical conditions at the school and understand their duty of care to pupils in an emergency.
- All staff receive training in what to do in an emergency and this is refreshed at least once a year.
- All children with a medical condition at the school have an individual healthcare plan (medical protocol), which explains what help they need in an emergency. The medical protocol will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the medical protocol for sharing the medical protocol within emergency care settings
- 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.

## **Administering Medication**

- The school understands the importance of medication being taken and care received as detailed in the pupil's medical protocol.
- The school will make sure that there are several members of staff who have been trained to administer the medication and meet the care needs of an individual child. This includes escort staff for home to school transport if necessary.
- The school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies.
- The school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- The school will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances, and every effort will be made to encourage the pupil to involve their parent, while respecting their confidentiality.
- When administering medication, for example pain relief, the school will check the maximum dosage and when the previous dose was given. Parents will be informed.
- The school will not give a pupil aspirin unless prescribed by a doctor.
- The 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.

## **Storage of medication and equipment at school**

- The 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 stored securely. Pupils may carry their emergency medication with them if they wish/this is appropriate.
- Pupils can carry controlled drugs if they are competent, otherwise the school will keep controlled drugs stored securely, but accessible, with only named staff having access. Staff at the school can administer a controlled drug to a pupil once they have had specialist training.
- The 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.
- The 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, though this 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.
- The school disposes 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.

### **Record keeping**

- Parents at the school are asked if their child has any medical conditions on the enrolment form.
- The school uses a medical protocol to record the support an individual pupil needs around their medical condition. The medical protocol is developed with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.
- The school has a centralised register of medical protocols, and an identified member of staff has the responsibility for this register.
- medical protocols 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 medical protocol. Other school staff are made aware of and have access to the medical protocol for the pupils in their care.
- The school makes sure that the pupil's confidentiality is protected.
- The school liaises with parents before sharing any medical information with any other party.
- The 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 medical protocol which accompanies them on the visit.
- The school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
- The school makes sure that all staff providing support to a pupil 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 medical protocol. 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 the school keeps an up-to-date record of all training undertaken and by whom.

### **Inclusive Environment**

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

- All relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They are also aware of pupils who have been advised to avoid/take special precautions, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.
- The school makes sure that pupils have the appropriate medication/equipment/food with them during physical activity.
- 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. The school will not penalise pupils for their attendance if their absences relate to their medical condition.
- The school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCO (Special Educational Needs Co-ordinator) who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.
- Pupils at the school learn what to do in an emergency.
- The school makes sure that a risk assessment is carried out before any out of school activities. 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.