



MARSHLAND HIGH SCHOOL

Managing Medical Conditions Policy

Person Responsible: Assistant Trust SENDCO **Approved by:** Local Governing Body

Last reviewed on: February 2019

Next review due by: February 2023

Background Information

Marshland High School is a rural comprehensive school catering for children from 11-16 years old.

Marshland High School is an inclusive community that welcomes and supports students with medical conditions. We provide all students with any medical condition 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
- achieve economic wellbeing once they leave school

Marshland High School ensures all staff understand their duty of care to children and young people in the event of an emergency and they are confident to deal with situations.

We understand that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.

We understand the importance of medication and care being taken as directed by healthcare professionals and parents.

- Please note the term 'parent' used within this policy implies any person or body with parental responsibility such as a foster parent, carer, guardian or local authority.

Policy

Our policy describes how we can meet the needs of children and young people with medical conditions and disabilities.

Marshland High School is an inclusive community that welcomes and supports students 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 students. 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 students and parents.
- We understand the medical conditions of students at this school and that they may be serious, adversely affect their 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.

- We recognise our responsibilities and duties contained in the Children and Families Act (England only), the Equality Act (England, Wales and Scotland) and the Disability Discrimination Act (Northern Ireland only) in relation to children with disability or medical conditions.

All staff are aware of what to do in an emergency affecting children with medical conditions at this school.

- All student medical conditions are recorded on SIMS information system.
- All staff have access to medical information, emergency procedures, signs and symptoms information through:
 - SIMS
 - Emergency Procedure Flowchart
 - Signs and Symptoms Awareness Posters
 - Individual Healthcare Plan (IHP)
 - Student Profile (SP)
 - Medical Awareness Pack (available to temporary and supply staff).

Marshland High School has clear guidance on providing care and support and administering medication at school.

- We understand the importance of medication being taken and will ensure appropriate staff have been trained to administer medication and meet the care needs of individual children as necessary.
- We will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies.
- Our governing body ensure appropriate levels of insurance and liability cover are in place.
- We will not administer medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances.
- Trained members of staff are available to accompany students with a medical condition to off-site visits, including overnight stays, where necessary.
- Parents understand that they should let the school know immediately if their child's needs change.
- If a student misuses their medication, or anyone else's, parents are informed as soon as possible and disciplinary procedures are followed where appropriate.

Marshland High School has clear guidance on the storage of medication and equipment at school.

- Students may carry their own medication/equipment, or when stored securely they know exactly where and how to access it.
- Students can carry controlled drugs if they are competent, otherwise we will keep controlled drugs stored securely but accessibly, with only named staff having access.
- We store medication that is provided by parents that is 'in-date' and labelled in the original container (where possible), in accordance with instructions.

- Parents should collect all medications and/or equipment at the end of the school term, and provide new, in-date medication at the start of each term. The exception to this is insulin, which although must still be in-date, will generally be supplied in an insulin injector pen or a pump.
- We will dispose of needles/sharps in line with appropriate guidance. Sharps boxes are kept securely at school and will accompany a child for off-site visits. They are collected and disposed of in line with local authority procedures.

Marshland High School has clear guidance about record keeping.

- Parents should state all medical conditions on the admission form.
- IHPs and SPs record individual student needs and medical conditions.
- IHPs are developed with the student, parent, school staff, specialist nurse and relevant healthcare services (where appropriate). IHPs are held on a centralised register with an identified member of staff responsible.
- IHPs are regularly reviewed, at least annually or whenever needs change.
- Copies are held by the following people (where appropriate): the student, parents, specialist nurse and relevant healthcare services. School staff are made aware of, and have access to, the IHP for the students in their care.
- Confidentiality is protected.
- 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 seek parental permission before sharing any medical information with third parties. Accurate records of medication administered, including dose, time, date and supervising staff member are maintained.
- We ensure that all staff have received suitable training and ongoing support, and that they are confident to fulfil the requirements set out in the student's IHP.
- Training is delivered by specialist or school nurse/other suitably qualified healthcare professionals and/or parents. Where appropriate professionals will confirm competence and training records will be kept.

Marshland High School ensures the school environment is inclusive and favourable to students 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 students with medical conditions and students are consulted to ensure accessibility. We are also committed to an accessible physical environment for out-of-school activities.
- We ensure needs of students 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 students with medical conditions may experience and use this knowledge, alongside the school's bullying policy, to help prevent and deal with any problems. Staff use opportunities such as

PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.

- We ensure staff are aware that students should not be forced to take part in activities if:
 - they are unwell,
 - they have been advised to avoid or take special precautions during activities,
 - they have potential triggers to a medical condition when exercising and ways to minimise these.
- We make sure that students with medical conditions can participate fully in all aspects of the curriculum, 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 student's medical condition.
- We will not penalise students for their attendance if their absences relate to their medical condition, provided this is supported by medical evidence.
- We will refer students with medical conditions who are finding it difficult to keep up educationally to the SENDCO who will liaise with the student (where appropriate), parent and relevant healthcare professionals.
- Risk assessments are carried out before any out-of-school visit, including educational placements. The needs of students 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 student 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

Marshland High School is aware of the common triggers that can make common medical conditions worse or can bring on an emergency.

- We are committed to identifying and reducing triggers both in 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. Student records show a list of the triggers.
- IHPs detail individual student triggers and details of how to make sure the student 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 students with medical needs.
- We review all medical emergencies and incidents to see how they could have been avoided, and will change school policies and procedures according to these reviews.

Emergency situations

- Where a student has an IHP, this should clearly set out what constitutes an emergency and what to do, including ensuring all relevant staff are aware of symptoms and procedures.
- If a medical situation arises with a student who does not have an IHP, for example they become ill or are involved in an incident which causes them injury, a trained member of staff should administer first-aid appropriately and assess whether or not the student requires further medical treatment.
- If any Marshland student requires further medical treatment, but the condition is not urgent enough to call an ambulance, parents will be contacted.
- Parents will normally be asked to take their child to the doctor or hospital so they can provide 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 there.
- 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 parents arrive.
- Staff should always call an ambulance in the following circumstances:
 - a serious injury or critical illness;
 - any serious head injury, causing significant blood loss, loss of consciousness or vomiting;
 - in the event of an Epi-pen being administered
 - the first-aider does not consider that they can adequately deal with the presenting condition by administering first aid or if they are unsure of the correct treatment.

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

- Marshland High School works in partnership with all relevant parties including the student, parent, school's governing body, school staff, employers and healthcare professionals (all where appropriate) to ensure that the policy is planned, implemented and maintained successfully.

The medical conditions policy is regularly reviewed, evaluated and updated annually.

- In evaluating this policy, we seek feedback from key stakeholders including students, parents, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services, governors and the school employer. The views of students with medical conditions are central to the evaluation process.

Key contacts at Marshland High School for managing medical needs are:

Assistant Trust SENDCO

Pastoral Team – Heads of House, Pastoral Managers

Head Teacher

SENDCO Governor

Updated January 2019