



Medical Conditions Policy

Dormer House School is an inclusive community that welcomes and supports pupils with medical conditions. We provide all pupils with any medical condition the same opportunities as others at school to ensure they are healthy, active member of the school community who enjoy and achieve at school.

The school makes sure that the staff understand their duty of care to children and young people in the event of an emergency. We understand that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood. We also understand the importance of medication being taken and care being given **as directed** by healthcare professionals and parents. Staff are aware of the medical conditions that affect pupils at this school.

The named member of school staff responsible for this medical conditions policy and its implementation is Mrs Thomas, Headteacher.

Dormer House School is an inclusive community that supports and welcomes pupils with medical conditions.

- Our school 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.
- We will listen to the views of pupils and parents/carers.
- The staff are aware of 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.
- Staff understand their duty of care to children and young people and know what to do and/or who to contact in the event of an emergency.
- We understand that all children with the same medical condition will not have the same needs.

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

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

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

- Relevant school staff are aware of the medical conditions at this school (taking into account confidentiality) and understand their duty of care to pupils in an emergency.
- Children with a medical condition have an Individual Healthcare Plan (IHP), which explains what help they need in an emergency. The IHP will 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.
- All of the Early Years Team, Mrs Thomas and Mr Stotesbury are trained in basic paediatric first aid and all class teachers, teaching assistants and playground supervisors have certificated basic first aid training. We also have 1 member of staff trained in emergency first aid at work. The list of trained staff is displayed in the staffroom.

4. School staff understand and are trained in the school's general emergency procedures.

- School staff know what action to take and/or who to contact in an emergency and receive updates at least yearly.
- 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.

5. Dormer House School has clear guidance on providing care and support and administering medication at school.

- This school understands the importance of medication being taken and care received as detailed in the pupil's IHP.
- Parents/carers will be encouraged to co-operate with training their child to self-administer medication if this is practicable.
- This 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 school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. The school's Trustees have ensured 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/carer's written consent except in exceptional circumstances, e.g. if a child has an asthma attack but the school had not been informed the child was asthmatic.
- If pupils require medication it must be supplied in its original container. The prescription and dosage regime should be typed or printed clearly on the

container and the name of the pharmacist should be visible. Medication not presented properly and/or not accompanied by the relevant medication administration form will not be accepted by school staff. Pupils should not bring in their own medicine.

- This 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/carers at this school understand it is their responsibility to let the school know immediately if their child's needs change.
- If a pupil misuses their medication, or anyone else's, his/her parent/carer will be informed as soon as possible and the school's disciplinary procedures followed. Where necessary the advice of a medical professional will be sought.

6. Dormer House School has clear guidance on the storage of medication and equipment at school.

- This school makes sure that the 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 not locked away. Pupils may carry their emergency medication with them if they wish and if this is appropriate.
- Pupils may carry their own medication/equipment, or they should know exactly where to access it.
- The school will keep controlled drugs stored securely, but accessibly, with only named staff having access. Staff at 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, 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.
- This 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.

7. Dormer House School has clear guidance about record keeping.

- Parents are asked if their child has any medical conditions on the enrolment form.
- The school uses an IHP to record the support an individual pupil needs around his/her medical condition. The IHP is developed with the pupil (where appropriate), parent/carer, school staff, specialist nurse (where appropriate) and relevant healthcare services.
- The school has 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/carers, 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.
- The school makes sure that the pupil's confidentiality is protected.
- This school seeks permission from parents/carers 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 IHP 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 IHP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent/carer. 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.

8. Dormer House 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 aim to provide 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.
- 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.
- School staff are aware of the potential social problems that pupils 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 PSCH 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 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.
- This school understands that 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.
- School staff will ensure that pupils have access to appropriate medication, equipment and/or food during physical activity.
- 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.
- 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.
- The school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SEND Co-ordinator who will liaise with the pupil (where appropriate), parent/carer and the pupil's healthcare professional.
- The school makes sure that a risk assessment is carried out before any out-of-school visit. 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.

9. Dormer House School is committed to identifying and reducing common triggers that can make common medical conditions worse or can bring on an emergency.

- Relevant school staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers. It has a list of the triggers for pupils with medical conditions at this school and is actively working towards reducing/eliminating these health and safety risks.
- 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 school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

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

- Dormer House School works in partnership with all relevant parties including the pupil (where appropriate), parent/carer, Trustees, all school staff and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

11. Dormer House School has a complaints procedure in place.

- If a parent/carer would like to make a complaint it is appropriate to communicate directly with the member of staff concerned. This may be by letter, by telephone or in person by appointment, requested via the school office. Many concerns can be resolved by simple clarification or the provision of information and it is anticipated that most complaints will be resolved by this informal stage.
- In the case of serious concerns it may be appropriate to address them directly to the Headteacher.
- If a concern or complaint is not resolved at the informal stage it can be made formal by putting it in writing to the Headteacher, who will be responsible for ensuring that it is investigated appropriately. If the complaint is about the Headteacher, your complaint should be passed to the Chair of the Trustees.
- Further details of how to make a complaint can be found in the school's complaints policy available on the school website.

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

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 and the Trustees. The views of pupils with medical conditions are central to the evaluation process.

Appendices

Appendix 1: Individual Healthcare Plan

Appendix 2: Parental agreement for school to administer medicine

Appendix 3: Contacting emergency services

Appendix 4: Letter inviting parents to contribute to Individual Healthcare Plan

This policy is monitored by the Headteacher and the Trustees and will be reviewed annually.

Signed:

Date:

APPENDIX 1

Individual Healthcare Plan			
Name of school	Dormer House School	Class	
Child's name			
Date of birth			
Address			
Postcode			
Family contact (Relationship)			
Home telephone number			
Mobile telephone number			
Work telephone number			
Family contact (Relationship)			
Home telephone number			
Mobile telephone number			
Work telephone number			
Clinic/hospital contact			
Phone number			
G.P.'s name			
Surgery phone number			
Key worker at school			
Medical diagnosis/condition			
Date			
Review date			
Child's symptoms			
Triggers			
Treatments			
Facilities or equipment			
Environmental issues			

Name of medication	
Dose	
Method of Administration	
When to be taken	
Side effects	
Administered by	
Self-administered	
With / without supervision	
Daily care requirements	
Educational requirements	
Social requirements	
Emotional requirements	
Arrangements for trips	
Other information	
Emergency situation	
What to do...	
Who is responsible	
Support cover	
Off-site contingency	
Staff training needs	
Training record	
Plan developed with	
Plan shared with	
Parents' signature	
Headteacher's signature	

APPENDIX 2

Administration of Medicines and Treatment Consent Form			
Name of school	Dormer House School	Class	
Child's name			
Date of birth			
Address			
Family contact (Relationship)			
Home telephone number			
Mobile phone number			
Work phone number			
G.P.'s name			
Surgery phone number			
Key worker at school			
Medical diagnosis/ condition			
Name of medicine			
Required dose			
Self-administration Yes/No			
Frequency			
Course finish			
Medicine expiry date			
NB: Medicines must be in the original container as dispensed by the pharmacy			
Special instructions			
Possible side effects			
Medications taken at home			
Treatments			
<p>The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped. I recognise that school staff are not medically trained. I understand that I must deliver the medicine personally to the School Secretary.</p>			
Parent's signature		Date	

APPENDIX 3

Contacting Emergency Services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below .

Speak clearly and slowly and be ready to repeat information if asked.

1. Your telephone number.

The school number is 01608 650758

2. Your name.

3. Your location:

**Dormer House School,
The High Street,
Moreton-in-Marsh,
Gloucestershire.**

4. State what the postcode is:

GL56 0AD

5. Provide the exact location of the patient within the school setting.

6. Provide the name of the child and a brief description of their symptoms.

7. Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient.

8. Put a completed copy of this form by the phone.

APPENDIX 4

Letter inviting parents to contribute to individual healthcare plan development

Dear Parent/Carer,

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. For your information, I enclose a copy of the school's policy for supporting pupils with medical conditions at school.

A central requirement of the policy is for an Individual Healthcare Plan to be prepared, setting out what support your child needs and how this will be provided. Individual Healthcare Plans are developed in partnership between the school, parents, pupils and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although Individual Healthcare Plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's Individual Healthcare Plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached Individual Healthcare Plan template and return it, together with any relevant evidence, for consideration at the meeting.

I would be happy for you contact me by email or to speak by phone if this would be helpful.

Yours sincerely,