

Abberley Hall

Medical Conditions Policy

Reviewed by FM Sep 16

Next Review Sep 17

This is an All School Policy including Prep, Pre-Prep, EYFS, After School Care and Holiday Club

Abberley Hall is an inclusive community that welcomes and supports pupils with medical conditions.

Abberley Hall provides all pupils 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 left school.

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.

Abberley Hall understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.

Abberley Hall 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 Abberley Hall. Staff receive training on the impact medical conditions can have on pupils.

The named member of school staff responsible for this medical conditions policy and its implementation is the Senior Medical Matron.

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 conditions including diabetes.

1. Abberley Hall is an inclusive community that supports and welcomes pupils with medical conditions.

- Abberley Hall 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 Abberley Hall because reasonable arrangements for their medical condition have not been made.

- Abberley Hall will listen to the views of pupils and parents.
- Pupils and parents feel confident in the care they receive from Abberley Hall and the level of that care meets their needs.
- Staff understand the medical conditions of pupils at Abberley Hall 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 understands and supports the Medical Conditions Policy.
- Abberley Hall 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.

2. Abberley Hall's Medical Conditions Policy is drawn up in consultation with local key stakeholders within both the school setting.

- Stakeholders include parents, Senior Medical Matron, Headmaster, and Governor with responsibility for Safeguarding.

3. The Medical Conditions Policy is supported by a clear communication plan for staff, parents* and other key stakeholders to ensure full implementation.

- Pupils and parents are informed of and reminded about the Medical Conditions Policy which is available on the School website through clear communication channels.
- Once parents have informed the school of a specific medical condition, this information will be cascaded through the school to relevant members of staff (see Appendix 1).

4. All staff understand and are trained in what to do in an emergency for children with medical conditions at Abberley Hall.

- All school staff, including volunteers, assistants and temporary staff are aware of the medical conditions at Abberley Hall 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 Abberley Hall have an individual healthcare plan (IHP), which explains what help they need in an emergency. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.

5. All staff understand and are trained in the school's general emergency procedures.

- All staff, including temporary staff, know what action to take 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.

6. Abberley Hall has clear guidance on providing care and support and administering medication at school.

- Abberley Hall understands the importance of medication being taken and care received as detailed in the pupil's IHP.
- Abberley Hall 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. Abberley Hall will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies.
- Abberley Hall's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- Abberley Hall 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, Abberley Hall will check the maximum dosage and when the previous dose was given. Parents of Pre-prep pupils will be informed by staff in the Pre-prep. Abberley Hall will not give a pupil under 19 aspirin unless prescribed by a doctor.
- Abberley Hall will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit.
- Parents at Abberley Hall 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.

7. Abberley Hall has clear guidance on the storage of medication and equipment at school.

- Abberley Hall 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.
- Pupils may carry their emergency medication (e.g. Ventolin) with them if authorised and recorded by the Senior School matron.
- Abberley Hall will keep controlled drugs stored securely, but accessibly, with only named staff having access.
- Staff at Abberley Hall can administer a controlled drug to a pupil once they have had specialist training.
- Abberley Hall 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.
- Abberley Hall 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.

- Day 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. Boarder requirements are arranged by the Senior Medical Matron throughout the year and collected by parents at the end of summer term.
- Abberley Hall disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school. They are collected and disposed of in line with local authority procedures.

8. Abberley Hall has clear guidance about record keeping.

- Parents at Abberley Hall are asked if their child has any medical conditions on the enrolment form.
- Abberley Hall uses an IHP to record the support an individual pupil needs around their medical condition. The IHP is developed between the Senior Medical Matron, the parent, and the pupil, specialist nurse, and relevant healthcare services as appropriate.
- Abberley Hall has a centralised folder of IHPs, and an identified member of staff has the responsibility for this register.
- IHPs are regularly reviewed by the school's GP (or the pupil's own GP if different), at least every year or whenever the pupil's needs change.
- The pupil (where appropriate) parents, Senior Medical Matron 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.
- Abberley Hall makes sure that the pupil's confidentiality is protected.
- Abberley Hall seeks permission from parents at the point of initial pupil registration before sharing any medical information with any other party.
- Abberley Hall meets with the pupil (where appropriate), parent, Senior Medical Matron prior to any extended trip 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. For less serious conditions such as mild asthma, a central document will be held by the person leading the trip with arrangements for specific children.
- Abberley Hall keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
- Abberley Hall 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 Senior Medical Matron and/or the parent. The Senior Medical Matron will confirm their competence, and Abberley Hall keeps an up-to-date record of all training undertaken and by whom.

9. Abberley Hall 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.

- Abberley Hall is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. Abberley Hall is also committed to an accessible physical environment for out-of-school activities.
- Abberley Hall 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.
- Abberley Hall 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.
- Abberley Hall understands 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.
- Abberley Hall makes sure that pupils have the appropriate medication/equipment/food with them during physical activity.
- Abberley Hall 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.
- 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.
- Abberley Hall will not penalise pupils for their attendance if their absences relate to their medical condition.
- Abberley Hall will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCO/
- ALNCO/Special Educational Needs Advisor who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.
- Pupils at Abberley Hall learn what to do in an emergency.
- Abberley Hall makes sure that a risk assessment is carried out before any out-of-school visit, and that a doctor's confirmation of fitness to travel will be obtained where necessary. 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.

10. Abberley Hall 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.

- Abberley Hall is 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. It has a list of the triggers for pupils with medical conditions at Abberley Hall, has a trigger reduction schedule 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.

- Abberley Hall reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

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

- Abberley Hall works 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.
- The roles and responsibilities for all relevant parties can be found at www.diabetes.org.uk/schools

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

- In evaluating the policy, Abberley Hall 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.

*The term 'parent' implies any person or body with parental responsibility such as a foster parent, carer, guardian or local authority.

This policy has been produced with reference to:

- Abberley Hall Administration of Medicine Policy
- DfE Guidance Supporting Pupils at School with Medical Conditions Sep 14.
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/349435/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf
- Statutory Framework for EYFS:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335504/EYFS_framework_from_1_September_2014_with_clarification_note.pdf
- Medical Conditions at School – A Policy Resource Pack
www.medicalconditionsatschool.org.uk
- For further information, go to www.diabetes.org.uk/schools

Individual responsibilities when enrolling a pupil into the school with a specific Medical Condition.

A child with a specific Medical Condition is identified by the School on the initial Enrolment Form. Medical forms asking for further details are completed by parents and returned to the Senior Medical Matron. Follow-on actions are as follows:

Senior Medical Matron (Fiona Mackay)

- assess overall risk and agree procedure with Headmaster and Head of Pre-prep
- inform all staff as appropriate, publish information as appropriate
- write and revise IHP with parents/pupil/healthcare professional
- liaise with parents on ongoing basis
- liaise with GP/hospital as necessary
- keep accurate records of treatment and medication
- keep centralised register of IHPs to be revised annually
- ensure pupil with Medical Condition is trained to appropriate level
- ensure all school staff trained to appropriate level
- carry out risk assessment before school trips
- ensure policies reflect practice and practice reflects policy

Headmaster (Will Lockett)

- ensure overall monitoring
- ensure school environment is appropriate and welcoming
- ensure curriculum raises pupils' awareness of medical conditions
- liaise with parents where necessary

Head of Pre-prep (Emma Green)

- ensure overall monitoring if pupil is in Pre-prep
- ensure medication records are maintained and forwarded to the pupil's file
- ensure school environment is appropriate and welcoming
- ensure curriculum raises pupils' awareness of medical conditions
- ensure fellow pupils are aware of their responsibilities (age-appropriate)
- liaise with HM and parents where necessary

Housemistress (Gill Channing)

- To ensure that all support staff are aware of pupils with medical conditions

Governor Safeguarding (Catharine Hope)

- ensure governors have oversight of relevant policies
- ensure governors have relevant information about pupils
- ensure governors can offer relevant assurances

Finance Bursar (Rachael Payne)

- give assurance on insurance/liability

Policy Co-ordinator

- check that relevant policies are up-to-date and published where necessary
- remind staff to study revised policies

All Staff:

- understand duty of care to pupils in an emergency
- understand importance of medication
- understand how medical conditions affect pupils generally
- understand specific medical condition of each pupil to a degree that is relevant to their pupil contact
- read Medical Conditions Policy
- know what to do in an emergency
- undertake training relevant to the specific pupil and their degree of likely contact with pupils