



# **Kea School**

## **Managing Medical Conditions**

### **Policy**

<b>Approved by:</b>	Full Governors	<b>Date:</b> 10 October 2022
<b>Last reviewed on:</b>	Autumn Term 2022	
<b>Next review due by:</b>	Autumn Term 2024	
<b>Signed by:</b>		<b>Name:</b>

## **Policy Statement**

- **Kea School is an inclusive community that aims to support and welcome pupils with medical conditions.**
- **Kea School aims to provide all pupils with any medical condition the same opportunities as others at Kea School.**
- **The Headteacher has overall responsibility for the implementation of this policy.**
- **The school, LA, health professionals, commissioners and other support services will work together to ensure children with medical conditions receive a full education.**

### **The school will ensure that:**

- All staff are aware of children's medical conditions
- Staff are suitably trained to support specific medical conditions and know what to do in the event of an emergency.
- All staff receive regular first aid training.
- Training is monitored and records are kept in the school office
- Supply teachers and cover staff are briefed
- Risk assessments are carried out for school visits/residentials and other school activities outside the normal timetable
- All children with a medical condition should have an Individual health care plans. These will be monitored and reviewed annually, in consultation with parent/carers, the pupil and any other relevant healthcare professionals. Health care plans will also include information on the impact any health condition may have on a child's learning, behavior or classroom performance.
- The school has appropriate insurance to cover staff who provide support to pupils with medical conditions
- The school will only administer prescription medicines – see separate policy for the administration of medicines
- If a pupil needs to attend hospital, a member of staff will stay with them until parent arrives, or accompany a child taken to hospital by ambulance. If there is a likely hood of a significant delay in an ambulance arriving at school, staff members who have appropriate insurance may take a pupil to A&E in their car but need to be supported by another adult.

**Procedures school will follow when children are identified with a medical condition:**

- Parent or healthcare professional informs the school that a child has been diagnosed with a medical condition
- Headteacher/SENCO co-ordinates a meeting with relevant school staff to discuss the child's medical needs and identify key members of staff who will support the child
- Headteacher arranges a meeting with school staff, child, parent/carer and relevant healthcare professionals/medical clinicians to discuss/develop an Individual Healthcare Plan (IHCP)
- Training for school staff is identified and arranged
- IHCP implemented and circulated to all relevant staff
- IHCP reviewed annually or when the school is notified there is a change to a child's medical condition. Parent/carer and healthcare professionals are invited to the review
- IHCP to explain what help is needed in an emergency. Parental permission will be recorded in the IHCP for sharing information within emergency care settings should the pupil be taken to hospital.
- 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.
- 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, has a trigger reduction schedule and is actively working towards reducing/eliminating these health and safety risks.
- The school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

**This school has a clear guidance on the storage of medication:**

- This 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 not locked away.
- Pupils can carry their own medication (e.g. inhalers) and controlled drugs if they are competent, otherwise the medication will be kept securely in the child's classroom or the school office. School staff are permitted to administer a controlled drug to a pupil once they have had specialist training.
- This school will store medication that is in date and labelled in its original container, 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. If medication is required to be refrigerated, it will be stored in the staffroom fridge next to the photocopier (not the fridge for general use by staff).
- 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.
- This school office keeps an up to date record of all medication administered by office staff, including the dose, time, date and initials of supervising staff. Records of administration of other medication (e.g. for asthma/ diabetes) are completed in the same way by class staff and shared with parents (e.g. a home/school log).

**This school has clear guidance about record keeping**

- Parents at this school are asked if their child has any medical conditions on the enrolment form.
- This school uses an IHP to record the support an individual pupil needs around their medical condition. The IHP is developed with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services
- This school has a centralised register of IHPs, and an identified member of staff has the responsibility for this register.
- This school makes sure that the pupil's confidentiality is protected.
- This school seeks permission from parents before sharing any medical information with any other party.
- This 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 plan for any extra care requirements that may be needed. This is recorded in the pupil's IHP which accompanies them on the visit.

**This 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.**

- This school is committed to providing 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.
- This 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.
- This 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.
- This school 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.

- This school makes sure that pupils have the appropriate medication/equipment/food with them during physical activity.
- This 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.
- 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. This school will not penalise pupils for their attendance if their absences relate to their medical condition.
- This school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the local authority Special Educational Needs Team for advice and support.
- This school makes sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. 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.

**This policy should be read in conjunction with:**

- Administration of Medicines Policy
- Asthma Policy
- Health and Safety Policy
- First Aid Policy
- Staff Handbook



**Kea School  
Individual Healthcare Plan**

Name of School

Child's Name

Year Group

Date of Birth

Child's Address

Medical Diagnosis or Condition

Date

Review Date


**Family Contact Information**

Name

Phone Number (work)

Phone Number (home)

Phone Number (mobile)

Relationship to Child


**Clinic/Hospital Contact**

Name

Phone Number


**G.P.**

Name

Phone Number

Who is responsible for providing  
support in school


Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

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Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

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Daily care requirements

--

Specific support for the pupil's educational, social and emotional needs

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Arrangements for school visits/trips etc

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Other information

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Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who? What? When?

Form copied to

Signed (Parent): \_\_\_\_\_

Signed (Headteacher): \_\_\_\_\_

Signed: (Healthcare Professional): \_\_\_\_\_





# Kea Community Primary School

Dear Parent/Carer

## DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

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

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the each pupil 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 health care 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 [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely

Katherine Hunkin  
Headteacher

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
2. your name
3. your location as follows [insert school/setting address]
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
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

**Staff Training Record - administration of medicines**

Name of school/setting

Name

Type of training received

Date of training completed

Training provided by

Profession and title


I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature \_\_\_\_\_

Date \_\_\_\_\_

**I confirm that I have received the training detailed above.**

Staff signature \_\_\_\_\_

Date \_\_\_\_\_

Suggested review date \_\_\_\_\_