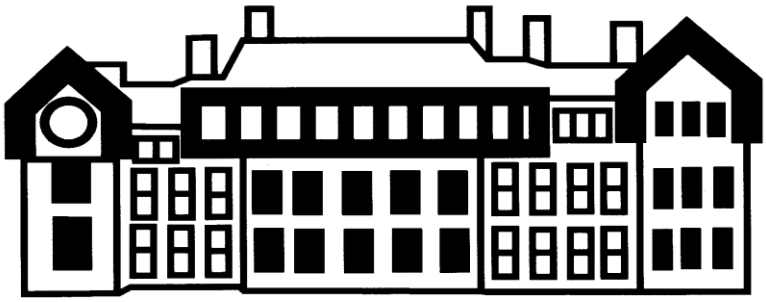
GORDON



SCHOOL

Policy for Supporting Childen with Medical Conditions

Ratification date: March 2025

Review date: March 2028

Agreed: Jason Taylor (Headteacher)

Agreed: Lynsey Christini-Clay (Chair of Governors)

Policy for Supporting Children with Medical Conditions

See also: *Administration of Medication Policy*
First Aid Policy

1. Introduction

Gordon Primary School is an inclusive community that understands it has a responsibility to be welcoming and supportive to pupils with medical conditions who currently attend and to those who may enroll in the future.

We aim to provide children who have medical conditions the same opportunities as all others in the school and to include all pupils in all school activities.

Pupils with medical conditions are encouraged to take control of their condition when it is appropriate for them to do so. Pupils need to feel confident in the support they receive to help them do this and parents/carers should feel secure in the care their children receive at this school.

All staff understand the common medical conditions that affect children at this school. Relevant staff receive training on the impact these conditions can have on pupils. This school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill-managed or misunderstood. The school ensures all staff understand their duty of care to children in the event of an emergency and that they feel confident in knowing what to do in an emergency.

2. Consultation

This school has consulted on the development of this policy with a wide-range of key stakeholders within both the school and health settings. These key stakeholders include:

- pupils with medical conditions,
- parents / carers,
- school nursing service,
- Headteacher,
- teachers and support staff,
- Inclusion Manager,
- Special Educational Needs Coordinator (SENco),
- members of staff trained in first aid,
- school governors.

3. Communication

This policy is supported by a clear communication plan for staff, parents, carers and other key stakeholders to ensure its full implementation.

3a. **Pupils** are informed and regularly reminded about the relevant content of this policy and the support provided by the school:

- in personal, social and health education (PSHE) classes,

- in assemblies,

3b. Parents / carers are informed and regularly reminded about this policy:
- by including the policy statement on the school's website and signposting access to it,
- in the school newsletter at several intervals in the school year,
- when their child is enrolled as a new pupil.

3c. School staff are informed and regularly reminded about this policy:
- through access via the *All Staff Shared Data* section on the school's internal computer network,
- through reference to the policy when consulting on, reviewing and contributing to the Medical Alert Handbook and at scheduled medical conditions training,
- through the monitoring and evaluation of this policy,
- through inclusion in the information given to supply and temporary staff.

3d. School Nursing Service have responsibilities to:
- facilitate school in producing the Medical Alert Handbook
- ratify the handbook prior to printing.
- liaise with parents and schools
- review medical information with parents and pupils annually.
- coordinate training for staff where required.

4. Responding to the Most Common Serious Medical Conditions at this School

All staff are aware of the most common serious medical conditions at this school and understand their duty of care to pupils in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication, e.g. adrenalin via an epi-pen.

All staff who work directly with pupils with serious medical conditions receive training and know what to do in an emergency for the pupils in their care. Training is refreshed when deemed necessary by the relevant medical professionals.

Actions for staff to take in an emergency for the common serious conditions at this school, in the form of Medical Alert Handbooks, are available in classrooms and offices throughout the school.

Should a pupil with a serious medical condition require hospitalisation, a copy of their information from the Medical Alert Handbook will be sent to the emergency care setting with them. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible. The parent's/carer's permission is sought prior to sharing the information. This permission is included in the Medical Alert Handbook.

In the case of an emergency an ambulance must be called immediately. Parents/carers are then contacted. Generally, staff should not take pupils to hospital

in their own car. Only if we are alerted by the emergency services operator that there will be a delay in an ambulance arriving would staff transport a pupil to hospital. We would seek permission from the parent/carer first, but if contact cannot be made, the Headteacher will authorise the transportation of the child. Two members of staff will accompany the child in this instance.

5. The Administration of Medication in School

The school has an *Administration of Medication Policy* which works in conjunction with this policy and must be read in tandem to it.

The *Administration of Medication Policy* sets out the procedures for ensuring the safe administration of both prescribed and over-the-counter medication. It also gives clear guidance on the storage and disposal of medication.

6. Collecting Information and Keeping Records

Enrolment forms

Parents/carers are asked if their child has any health conditions or health issues on the enrolment form.

Home Visits

Home visits are made to all pupils when they join the school. The staff ask if the pupil has any health conditions or health issues.

Induction Meetings

Whole-year group induction meetings take place prior to admission for pupils joining our Reception cohort. A member of the Senior Leadership Team will hold induction meetings with the parents/carers of individual pupils who join between Year 1 and Year 6.

Newsletters

Parents/carers are reminded to inform the school if their child develops a health condition or if there is a change in their child's health condition or medication in the school newsletter at least once a term.

Open Evenings

Class teachers use opportunities such as Open Evenings to check that information held by the school on a pupil's condition is accurate and up to date.

Class Files

Details of pupils' health conditions are included in the Medical Alert Handbook. The information is highlighted to the receiving teacher prior to the beginning of each new academic year in the annual handover meetings.

Medical Alert Handbook

This school uses the Greenwich Oxleas Universal Children's Services Medical Alert Handbook to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. The Medical Alert Handbook is devised in conjunction with the Oxleas school nursing

service, the Inclusion Manager/SENDco, and parent/carers. The Medical Alert Handbook is reviewed termly by school and annually by the Nursing Service. Parents/carers are contacted regularly by the school office and reminded to inform us if a change needs to be made to the plan. Parents of children in the medical alert handbook are contacted directly by the Oxleas School Nursing Service.

Hardcopies of the Medical Alert Handbook are stored in classrooms by the First Aid box, in school offices and other key areas around the school. Updates are emailed to all staff and included in the staff e-bulletin.

When a member of staff is new to a pupil group the school makes sure they are made aware of, and have access to the Medical Alert Handbook and read the relevant information about the of the pupils in their care.

This school ensures that all staff protect pupil confidentiality.

Care Plan (Medical Booklet) Register
The Medical Alert Handbook is used to create a centralised register of pupils with medical needs. The Inclusion Manager and school office have responsibility for the register at this school.

Other Record Keeping
This school keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. This is recorded digitally on the Medical Administration spreadsheet on the school shared area. Details of the supervising staff member, pupil, dose, date and time are recorded. If a pupil refuses to have medication administered, this is also recorded and parents are informed as soon as possible.

A log of the medical condition training attended by the staff is kept and reviewed every 12 months to ensure all new staff receive training.

All school staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. The school keeps a register of staff who have had the relevant training.

7. Use of the Medical Alert Handbook

The Medical Alert Handbook is used to:

- inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care,
- remind pupils with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times,
- identify common or important individual triggers for pupils with medical conditions that bring on symptoms and can cause emergencies - this information is used to help reduce the impact of common triggers,
- ensure that all medication stored at school is within the expiry date,

- ensure this school's local emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency,
- remind parents/carers of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication where possible.

8, Residential Visits

Parents/carers are sent a number of forms to be completed and returned to school shortly before their child leaves for a residential visit. One of these forms requests up-to-date information about the pupil's current condition and their overall health. This provides essential and up-to-date information to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours.

All residential visit health forms are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. These are accompanied by a copy of the pupil's Healthcare Plan.

All parents/carers of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.

Risk assessments are carried out by the SENDCo, the Environmental Visits Co-ordination and Lead Teacher for the visit, prior to any out-of-school visit and medical conditions are considered during this process. Factors considered include: how all pupils will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.

This school understands that there may be additional medication, equipment or other factors to consider when planning residential visits.

9. Ensuring the Whole School Environment is Inclusive and Accessible to Pupils with Medical Conditions.

Physical Environment

This school is committed to providing a physical environment that is accessible to pupils with medical conditions. Unfortunately, due to the building being over 120 years old and classrooms occupying four floors, the physical environment does not support pupils or staff with complex mobility difficulties.

Pupils with medical conditions are included in the consultation process to ensure the physical environment at this school is accessible.

This school's commitment to an accessible physical environment includes out-of-school visits. The school recognises that this sometimes means changing activities or locations.

Social Interactions

This school ensures the needs of pupils with medical conditions are adequately considered so as to promote their involvement in structured and unstructured social activities, including during breaks and before and after school.

This school ensures the needs of pupils with medical conditions are adequately considered so as to promote their access to extended school activities such as school discos, school productions, after school clubs and residential visits.

All staff at this school are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.

Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

Exercise and Physical Activity

This school understands the importance of all pupils taking part in sports, games and activities.

This school ensures all classroom teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.

This school ensures all classroom teachers and sports coaches understand that pupils should not be forced to take part in an activity if they feel unwell or are in pain.

Teachers and sports coaches are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities.

This school ensures all PE teachers and sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimize these triggers.

This school ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.

This school ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Additional adult support where possible is provided for pupils if it enables them to have better access to physical activities.

Education and Learning

This school ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.

The staff understand that missing time from school, having limited concentration or feeling tired may be due to a child's medical condition.

The staff are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Concerns will be raised with the SENco who will consult with the pupil (if appropriate), parents/carers and the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.

Pupils at this school learn about what to do in the event of a medical emergency.

10. Identifying and Reducing Common Triggers

This school is aware that common triggers can make medical conditions worse or can bring on an emergency. We are actively working towards reducing or eliminating these health and safety risks.

The staff are given training on existing medical conditions within the school. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions.

This school uses the Medical Alert Handbook to identify individual pupils who are sensitive to particular triggers. Full health and safety risk assessments are carried out on all out-of-school activities before they are approved, including daytrips and residential visits, taking into account the needs of pupils with medical conditions.

The school reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to this school's policy and procedures are implemented after each review.

11. Supporting Parents & Carers with Medical Conditions

The school will aim to support parents and carers with their own medical conditions in order to maximise their access to school events and information. This includes:

Physical Accessibility

- **Wheelchair Access:** Wherever possible, we will ensure that school entrances, hallways, and classrooms are wheelchair accessible.
- **Parking:** We can arrange accessible parking spaces close to entrances, with a clear path for wheelchair users or parents and carers with mobility challenges.

Virtual/Remote Communication

- **Online Meetings:** We can offer virtual meetings through platforms like Zoom to enable parents and carers to attend parent/teacher conferences, school events, or meetings without leaving their home.

Flexible Scheduling

- **Adjustable Hours:** We can offer flexible meeting times to parents and carers so they can avoid times when the school is busy.
- **Home Visits:** We can conduct home visits for parents and carers who are unable to come to school.

Assistive Technology

- **Text or Email Updates:** We can provide regular updates through text or email to parents and carers who are unable to come to school.

School Staff Support

- **Assistive Staff:** We can provide a member of staff to assist with accessibility requests and help guide disabled parents through the school.
- **Disability Liaison:** We can provide a staff member to help parents and carers navigate the administrative aspects of the school system.

Inclusive School Events

- **Special Needs Consideration:** Events should consider the needs of disabled parents and carers, with accessibility being a priority (e.g., venues with seating for mobility devices and accessible restrooms).
- **Childcare Services:** When possible, we will offer childcare during school events to support families who have difficulty attending due to caregiving duties.

12. Roles and Responsibilities

This school works in partnership with all interested and relevant parties including the Governing Body, all school staff, parents/carers, community healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully.

The following roles and responsibilities are used for the *Supporting Children with Medical Conditions Policy* at this school. These roles are understood and communicated regularly.

Governing Body

The Governing Body has the responsibility to:

- ensure the health and safety of the staff and anyone else on the premises or taking part in school activities, including all pupils - this responsibility extends to those staff and others leading activities taking place off-site, such as day visits, School Journeys and weekend/evening events,
- ensure health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions,
- make sure the *Supporting Children with Medical Conditions Policy* is effectively monitored and evaluated and regularly updated.

Headteacher

The Headteacher has the responsibility to:

- ensure the school is inclusive and welcoming and that the *Supporting Children with Medical Conditions Policy* is in line with local and national guidance and policy frameworks,
- ensure there is liaison between interested parties including pupils, school staff, parents/carers, governors, the school health service and local emergency care services,
- ensure the policy is put into action, with good communication of the policy to all,
- ensure every aspect of the policy is maintained,
- ensure that information held by the school is accurate and up-to-date and that there are effective systems in place for sharing the information on pupils' Care Plans (Medical Booklets),
- ensure pupil confidentiality,
- assess the training and development needs of the staff and arrange for them to be met,
- ensure systems are in place so all supply teachers and new staff know the *Supporting Children with Medical Conditions Policy*,
- delegate a staff member to check the expiry date of medicines kept at school and maintain the medical conditions register,
- monitor and review the policy annually, with input from pupils, parents/carers, governors, staff and external stakeholders,
- update the policy at least once a year according to review recommendations and recent local and national guidance and legislation,
- report back to all key stakeholders about the implementation of the policy.

All School Staff

All staff have the responsibility to:

- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency,
- understand the school's *Supporting Children with Medical Conditions Policy,*
- know which pupils in their care have a medical condition and be familiar with the content of the pupil's Care Plan (Medical Booklet),
- allow all pupils to have immediate access to their emergency medication,
- maintain effective communication with parents/carers including informing them if their child has been unwell at school,
- ensure pupils who carry their medication with them have it when they go on a school visit,
- be aware of pupils with medical conditions who may be experiencing bullying or need extra social support,
- understand the common medical conditions and the impact it can have on pupils (e.g. pupils should not be forced to take part in any activity if they feel unwell or are in pain),
- ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in,
- ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teaching staff

Teachers at this school have a responsibility to:

- ensure pupils who have been unwell have appropriate opportunities to catch up on missed school work,
- be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it,
- liaise with parents/carers, the pupil's healthcare professionals, SENco and Inclusion Manager if a child is falling behind with their work because of their condition,
- use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions.

School Nursing Team

The school nurse at this school has a responsibility to:

- help update the school's *Supporting Children with Medical Conditions Policy,*
- help provide regular training for school staff in managing the most common medical conditions at school,
- provide information about where the school can access specialist training.

First Aiders

First aiders at this school have a responsibility to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school,
- when necessary ensure that an ambulance or other professional medical help is called,
- ensure the children's medication is within expiry dates and inform parents if medication needs replacing.

SENco and Inclusion Manager

The SENco and Inclusion Manager at this school have the responsibility to:

- help update the school's *Supporting Children with Medical Condition Policy,*
- know which pupils have a medical condition and which have special educational needs because of their condition,
- ensure pupils who have been unwell have the opportunity to catch up on missed schoolwork,
- ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in formal assessments,
- ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.

Pupils

The pupils at this school have a responsibility to:

- treat other pupils with and without a medical condition with respect,
- tell their parents/carers, teacher or nearest staff member when they are not feeling well,
- let a member of staff know if another pupil is feeling unwell,
- treat all medication with respect,
- if mature and old enough, know how to take their own medication and to take it when they need it,
- if mature and old enough, know how to gain access to their medication in an emergency,

- ensure a member of staff is called in an emergency situation.

Parents/Carers

The parents/carers of a child at this school have a responsibility to:

- tell the school if their child has a medical condition,
- work with the school to ensure there is a complete and up-to-date Care Plan (Medical Booklet) for their child, including providing copies of medical reports from healthcare professionals,
- ensure the child knows how to take their medication effectively,
- inform the school about the medication their child requires during school hours,
- inform the school of any medication their child requires while taking part in day trips, School Journeys or weekend/evening events,
- tell the school about any changes to their child's medication, what they take, when, and how much,
- inform the school of any changes to their child's condition,
- ensure their child's medication and medical devices are labelled with their child's full name,
- provide the school with appropriate spare medication labelled with their child's name,
- ensure that their child's medication is within expiry dates,
- keep their child at home if they are not well enough to attend school,
- ensure their child catches up on any school work they have missed if the school deems this necessary,
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.

Additional information about responsibilities is included in the Medical Alert Handbook. Please see Appendix 1.

13, Monitoring & Review

This policy is reviewed, evaluated and updated every three years. Statutory requirements and non-statutory recommendations are actively sought and fed into the review.

In evaluating the policy, this school seeks feedback on the effectiveness and acceptability of the *Supporting Children with Medical Conditions Policy* from a wide-range of key stakeholders.

The views of pupils with various medical conditions are actively sought and considered central to the evaluation process.

Appendix 1 – Medical Alert Booklet, summary of responsibilities

School's responsibilities:

1. Identify a staff member/s to ensure Medical Alert Handbook is kept up to date.
2. To liaise with the school nurse.
3. To produce the handbook and to ensure it is ratified by the school nurse prior to printing.
4. To ensure all relevant staff receives appropriate training annually
5. To store medication safely.
6. To inform staff of pupil's with medical conditions and ensure they have access to the handbook.
7. To provide indemnity insurance for staff
8. To ensure content remains confidential to relevant staff only
9. To ensure consent is sought for pupil's to be included in the medical alert handbook.

Parental Responsibility:

1. Parents to inform school of medical conditions.
2. Parents will inform the school of any changes in the pupil's condition.
3. If required, parents will provide the correct prescribed medication clearly labelled in a suitable container.
1. Parents will ensure that the medication is in date.
2. Parents to inform the school and the school nursing team of any changes to contact details.

Nurses responsibilities:

1. Facilitate school in producing medical alert handbook.
2. The school nurse to ratify the handbook prior to printing.
3. Liaise with parents and schools.
4. Review medical information with parents and pupil's annually.
5. Coordinate training for staff where required.