



MEDICAL CONDITIONS POLICY

Alderman Cogan's is a Voluntary Aided, Church of England Primary School offering a comprehensive Christian primary education to families in East Hull.

The School is a caring community built on Christian values and beliefs, which permeate all aspects of School life. The curriculum, including the National Curriculum, is presented within a Christian world view. Such a world view gives perspective and meaning to all learning at Alderman Cogan's.

We seek to foster the God given talents and gifts amongst children, staff and governors for the service of each other, the school, the wider community and the Glory of God. Our aim is that all children reach their full potential, not just academically, but also spiritually, physically, socially, and aesthetically.

This is the context in which this policy is written.

This policy was written in the Spring Term 2015, reviewed annually and will be reviewed again in the Spring Term 2018 or earlier if necessary.

Alderman Cogan's CE Primary School
Medical Conditions Policy

Definition

Pupils' medical needs may be broadly summarised as being of two types:

- (a) Short-term - affecting their participation in school activities when they are on a course of medication.
- (b) Long-term - potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

Rationale

The Children and Families Act 2014 places a duty on governing bodies to make arrangements for supporting pupils at their school with medical conditions. This policy takes account of Section 100 of the Children and Families Act 2014 "Supporting Children at School with Medical Conditions" as well as the Equalities Act 2010 in setting out principles and procedures such as "reasonable adjustment" that are in line with legal requirements. Some pupils may have special educational needs (SEN) and may have a statement or Education, Health and Care (EHC) plan, for these children this guidance should be read alongside the Special educational needs and disability (SEND) code of practice.

Pupils with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.

Alderman Cogan's CE Primary School accepts that all employees have rights in relation to supporting pupils with medical needs as follows:

- A right to receive appropriate training;
- A right to work to clear guidelines;
- A right to bring to the attention of management any concern or matter relating to supporting pupils with medical needs;
- To have concerns about legal liability;
- To choose whether or not they are prepared to be involved.

1. Policy Statement

Alderman Cogan's CE Primary School is an inclusive community that welcomes and supports pupils with medical conditions. The governing body ensures that arrangements are in place to support pupils at this school with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both in school and out of school) as other pupils.

We will ensure that pupils with medical conditions can:

- Be healthy
- Stay safe
- Enjoy
- Achieve
- Make a positive contribution
- Achieve economic well-being once they leave school

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

Alderman Cogan's CE Primary School makes sure all staff understand their duty of care to children and young people and are confident in knowing what to do in the event of an emergency.

The school understands that certain medical conditions can be serious and potentially life threatening, particularly if poorly managed or misunderstood.

The school understands the importance of medication being taken, and care given as directed by health care professionals and parents.

Staff will receive appropriate training on the impact medical conditions can have on pupils and understand the common medical conditions that affect pupils at this school.

Key staff understand and are trained in what to do in an emergency for all serious medical conditions at this school. Supply staff are informed of pupils in their class who have medical needs.

The named member of school staff responsible for this Medical Conditions Policy and its implementation is: Mrs J Sutherland, Head Teacher.

2. 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 medical conditions.

- Alderman Cogan's CE Primary School is welcoming and supportive of pupils with medical conditions. 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.
- This school will liaise with parents/carers of pupils with medical conditions to ensure they feel secure and confident in the care their children receives within school, and that the level of care given fully meets their child's needs.
- Staff understand the medical conditions of pupils in their care and appreciate that the conditions may be serious and have potentially adverse effects on the child's quality of life, and an impact on their ability to learn, and will strive to minimise these effects wherever possible
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency
- The staff at Alderman Cogan's CE Primary School understand that although children may have the same medical condition, they may not have the same needs
- Staff recognise and respect that the prime responsibility for a child's health lies with the parent/carer.
- Teachers and other school staff in charge of pupils have a common law duty to act in loco parentis in the case of an emergency, and will be prepared to take appropriate and swift action if required. This duty also extends to school staff leading activities taking place off the school site. This could extend to a need to administer medicine or other care as per the child's Individual Healthcare Plan.

It is vital that the Healthcare Plan is adhered to fully.

3. Alderman Cogan's CE Primary School Medical Conditions Policy is drawn up in agreement with a range of key stakeholders within the school and health settings

- Stakeholders include pupils, parents/carers, school nurse team professionals, school staff and governors.

4. The Medical Conditions Policy is supported by a clear communication plan for staff, parents 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, including the school's website, school newsletters, meetings and reviews.

- 5. 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. Should a child require non-emergency hospital treatment, every effort will be made to contact the child's parents to enable them to take the child themselves. However, if the school is unable to make contact, two members of staff (one caring for the child and the other driving) will do so using their own transport, (where possible, with the agreement of the Head).**

- 6. Alderman Cogan's CE Primary School has clear guidance on providing care and support for administering medication at school**
***Please see Administration of Medicines Policy.**

- 7. The school will make sure a trained member of staff is available to accompany a pupil with a medical condition on any off-site visit, including overnight stays. All staff attending off-site visits will be made aware of any pupil with medical conditions on the visit. They will receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.**

- 8. Alderman Cogan's CE Primary School follow the Statutory Guidance for Supporting pupils with medical conditions as published 01.09.2014, and therefore:**
 - Parents/carers at Alderman Cogan's CE Primary School are asked if their child has any health conditions or health issues on their child's enrolment form prior to admission to school.
 - Parents/carers of new pupils starting at other times during the year are also asked to provide this information on their child's enrolment forms.
 - Parents are requested via the school newsletter to inform the school should any new medical conditions arise after enrolment.
 - This school uses an Individual Healthcare Plan to record the support and care an individual pupil needs around their medical condition.
 - The IHP is developed with the pupil where appropriate, the parent/carer, any specialist nurses, relevant healthcare services and the designated member of school staff.

Health Care Plans must include:

- The child's full name, date of birth and home address
 - The child's specific medical condition
 - Its triggers, signs symptoms and treatments
 - The child's care needs including medication
 - Who will provide that care/support and administer medication
 - Specific support for educational, social and emotional needs
 - The level of support needed
 - Arrangements for school trips and out of hours clubs
 - Emergency details including contact details for parents/carers and health professionals involved in the care of the child
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- This school has a centralised register of IHPs and an designated member of staff has responsibility for maintaining the register.
 - If the child has an EHC the IHP will be linked in to this.
 - IHPs are regularly reviewed at least every year or when the pupil's needs change. School staff are made aware of, and have a copy of the IHP for the children in their care
 - Whenever possible the school will seek permission from parents/carers before sharing any medical information with any other party and ensure all staff are aware of the need to protect pupil's confidentiality.
 - The school will meet with the pupil, where appropriate, parent/carer, specialist nurse and relevant healthcare services prior to any overnight or extended day visits to discuss, review and adjust the plan accordingly.
The reviewed IHP will accompany them on the visit.
 - This school makes sure all staff providing support to a pupil receive suitable training and ongoing support to ensure they have the confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. Training should be provided by the specialist nurse/school nurse or other suitably qualified healthcare professional and/or the parent/carer.
 - The school will keep an up to date record of all training undertaken, when and by whom

9. Alderman Cogan's CE Primary 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 wherever possible.

- Alderman Cogan's CE Primary School is committed to providing a physical environment accessible to pupils with medical conditions. Pupils and parents/carers will be consulted at least annually to ensure accessibility is good. This school is also committed to providing an accessible physical environment for out of school activities wherever possible.
- This school will make sure the needs of pupils with medical conditions are adequately considered to ensure their inclusion in structured and unstructured activities and residential visits when planning trips/visits.
- All staff are fully aware of the potential social problems that pupils with medical conditions may experience and will use the knowledge, alongside the school's anti bullying policy to help prevent and deal with any issues which may arise.

We use opportunities such as PHSE 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 staff must 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 ensures that 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 an activity, and be aware of any potential triggers for a pupil's medical condition when exercising, and how to minimise these.
- 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 by employing appropriate adjustments and providing extra support when required.
- 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. All possible efforts will be made to minimise and manage situations which may exacerbate difficulties.
- This school makes sure that a risk assessment is carried out before any out of school visit. The needs of any 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. Alderman Cogan's CE Primary School is aware of the triggers that can make common medical conditions worse and could potentially lead to

an emergency situation. The school is actively working towards managing and reducing these risks.

- School staff will be given training and written information on medical conditions which will include avoiding/reducing exposure to common triggers.
- The IHP will detail an individual pupil's triggers if any, and detail how to ensure that the child remains safe throughout the school day, including out of school activities and trips.

10. All staff know the rules and responsibilities in maintaining and implementing an effective Medical Conditions Policy

Staff work in partnership with all relevant parties including the pupil where appropriate, parent/carer, school governing body, all school staff and health care professionals to ensure that the policy is planned, implemented and maintained successfully.

Alderman Cogan's governing body have identified unacceptable practice, this includes:

- Sending pupils with medical conditions home unnecessarily or preventing them from staying for normal school activities including lunch, unless this is detailed as necessary in their IHP.
- Sending pupils unaccompanied to the school office if they are ill.
- Penalising the child's attendance record if their absence is related to their medical condition, including attending appointments;
- Preventing pupils from eating or taking toilet breaks whenever they may need to in order to manage their medical condition;
- Require parents, or make them feel obliged to attend school to administer medication or provide medical support or to assist with toileting issues
- Prevent pupils from participating or create barriers to pupils participating in any aspect of school life, including trips, e.g. by requiring parents to accompany a pupil
- Ignore the views of the pupil or parent or ignore medical evidence or opinion (although this may be challenged if there are concerns).

12. Complaints

Parents/carers who are dissatisfied with the support provided should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they should make a formal complaint via the school's complaints procedure.

The Medical Conditions Policy will be reviewed, evaluated and updated annually.

This policy should be read in conjunction with the Statutory Framework for the Early Years Foundation Stage together with other school policies including:

Administration of Medicines Policy

SEN policy

Health & Safety Policy

Equal Opportunities Policy

Accessibility Plan

Safeguarding Policy

Supporting pupils with medical conditions: links to other useful resources

1. [Departmental guidance and advice](#)
2. [Associated resources and organisations - wider government](#)
3. [Associated resources and organisations - external](#)
4. [Associated resources and organisations - medical conditions](#)

1. Departmental guidance and advice

- [Special educational needs and disability code of practice 0 to 25](#)
- [The early years foundation stage](#) - sets out specific requirements on early years settings in managing medicines for children under 5 years of age
- [Working together to safeguard children](#) - statutory guidance on inter-agency working
- [Safeguarding children: keeping children safe in education](#) - statutory guidance for schools and colleges
- [Ensuring a good education for children who cannot attend school because of health needs](#) - statutory guidance for local authorities
- [Drug advice for schools](#) - published by DfE/Association of Chief Police Officers, this document provides advice on controlled drugs
- [Home to school transport](#) - statutory guidance for local authorities

- [Equality Act 2010: advice for schools](#) - to help schools understand how the Act affects them
- [School Admissions Code 2012](#) - statutory guidance that schools must follow when carrying out duties relating to school admissions
- [Health and safety](#) - advice for schools covering activities that take place on or off school premises, including school trips
- [Alternative provision](#) - statutory guidance for local authorities and headteachers and governing bodies of all educational settings providing alternative provision
- [First aid](#) - departmental advice on first aid provision in schools
- [Automated external defibrillators \(AEDs\)](#) - how schools can buy, install and maintain an automated external defibrillator
- [School exclusion](#) - statutory guidance for maintained schools, academies and pupil referral units (PRUs)
- [School premises](#) - departmental advice to help schools and local authorities understand their obligations in relation to the School Premises Regulations 2012
- [Mental health and behaviour in schools](#) - departmental advice to help schools identify and support those pupils whose behaviour suggests they may have unmet mental health needs
- [Department for Education](#) - contact details

2. Associated resources and organisations - wider government

- [NHS Choices](#) - provides an A to Z of health conditions and medicines
- [Managing children with health care needs: delegation of clinical procedures, training and accountability issues](#) - published by the Royal College of Nursing in 2008, this document highlights the clinical procedures which could be safely taught and delegated to unregistered health and non-health qualified staff
- [Getting it right for children, young people and families](#) - provides information on the Department of Health vision for the role of the school nurse
- [The NHS Information Prescription Service](#) - part of NHS Choices, this service provides personalised information on health conditions that parents may wish to share with schools
- [Health and Safety Executive](#) - this website covers schools (state-funded and independent), further education establishments and higher education institutions.

- [School trips and outdoor learning activities: dealing with the health and safety myths](#) - provides information for managers and staff in local authorities and schools
- [Standards for medicines management \(2010\)](#) - produced by the Nursing and Midwifery Council this document sets standards for nurses, including over delegation of the administration of medicinal products
- [Healthy child programme 5 to 19](#) - this good practice guidance sets out the recommended framework of universal and progressive services for children and young people to promote health and wellbeing
- [Directors of children's services: roles and responsibilities](#) - statutory guidance for local authorities with responsibility for education and children's social services functions
- [Commissioning regional and local HIV sexual and reproductive health services](#) - guidance for commissioners of HIV, sexual and reproductive health services: includes prevention, treatment, information, advice and support
- [Protocol for emergency asthma inhalers in schools](#)
- [Department of Health](#) - contact details

3. Associated resources and organisations - external

- [Advice about emergency healthcare plans](#)
- [The School and Public Health Nurses Association \(SAPHNA\)](#) is dedicated to the health of children and young people in their communities
- [HeadMeds](#) - provides information about mental health medication for young people and to answer the difficult questions that young people may have about their medication but may not feel comfortable asking an adult or professional about
- [Medical conditions at school partnership](#) - includes an example school policy, a form for a healthcare plan, other forms for record keeping, and information on specific health conditions
- [The Council for Disabled Children \(2014\)](#) has published 2 practical handbooks to help local authorities, schools, early years settings and health providers develop policies and procedures to ensure that children with complex health and behavioural needs can access education, healthcare and childcare:
 - [Dignity and Inclusion: making it work for children with complex health care needs](#)
 - [Dignity and Inclusion: making it work for children with behaviour that challenges](#)

- [The Health Education Trust \(HET\)](#) - promotes the development of health education for young people
- [Mencap](#) provides support to people with learning disabilities, their families and carers
- [Contact a Family](#) provides support to the families of disabled children whatever their condition or disability
- [UNISON](#) - offers advice, support and help for school support staff at work, as well as providing training opportunities and welfare services
- [Medicines for Children](#) provides information about a wide range of medicines prescribed to children. It is run by the Royal College of Paediatrics and Child Health (RCPCH), the Neonatal and Paediatric Pharmacists Group (NPPG) and WellChild

4. Associated resources and organisations - medical conditions

- **Diabetes UK** – supports and campaigns for those affected by or at risk of diabetes
- **Children’s Heart Federation** - a children’s heart charity dedicated to helping children with congenital or acquired heart disease and their families in Great Britain and Northern Ireland
- **Education and Resources for Improving Childhood Continence (ERIC)** supports children with bladder and bowel problems and campaigns for better childhood continence care
- **Anaphylaxis Campaign** - supports people at risk from severe allergic reactions (anaphylaxis)
- **British Heart Foundation** - supporting those suffering from heart conditions
- **Little Hearts Matter** - offers support and information to children, and their families, with complex, non-correctable congenital heart conditions
- **CLIC Sargent** - a cancer charity for children and young people, and their families, which provides clinical, practical and emotional support to help them cope with cancer
- **Sickle cell and Young Stroke Survivors** - supports children and young people who have suffered a stroke or at risk of stroke as a result of sickle cell anaemia
- **Coeliac UK** - supports those with coeliac disease for which the only treatment is a gluten-free diet for life. The Coeliac UK website offers guidance and advice to everyone involved with supporting a child with coeliac disease in school, including training and tips for caterers as well as parents
- **The Association of Young People with ME** - supports and informs children and young people with ME (myalgic encephalomyelitis)/CFS (chronic fatigue

syndrome), as well as their families, and professionals in health, education and social care

- The Migraine Trust - a health and medical research charity which supports people living with migraine**
- Migraine Action - an advisory and support charity for children and adults with migraine and their families**
- Stroke Association - supports families and young people affected by stroke in childhood**
- Young Epilepsy - supports young people with epilepsy and associated conditions**
- Asthma UK - supports the health and wellbeing of those affected by asthma**
- Epilepsy Action - seeks to improve the lives of everyone affected by epilepsy**
- East of England Children and Young People Diabetes Network - provide diabetes guidelines for schools, colleges and early years settings**

Date: Jan 2017

Alderman Cogan's CE Primary School

INDIVIDUAL HEALTHCARE PLAN

Child's name

Class

Date of birth

Child's Address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Home telephone no.

Mobile telephone no.

Work telephone no.

Name

Home telephone no.

Mobile telephone no.

Work telephone no.

Clinic/Hospital Contact

Name

Telephone no.

GP

Name

Telephone no.

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.

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

Daily care requirements

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

Arrangements for school visits/trips etc.

Other information

Describe what constitutes an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken - who, what, when

Form copied to

Parents
Medical Room