

St John's School – Medical Conditions Policy

St John's School is an inclusive community that welcomes and supports pupils with medical conditions, providing all pupils with any medical condition the same opportunities as others at school.

- We make 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.
- St John's School understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood.
- We understand 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 St John's School. 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 Andrew Armstrong

School Policy framework

St John's School policy follows the DCYP/MOD schools policy directive - Supporting pupils at school with medical conditions, 2016.

1. St John's School is an inclusive community that supports and welcomes pupils with medical conditions. We are welcoming and supportive of pupils with medical conditions and provides children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other pupils.

- 1.1 St John's School will listen to the views of pupils and parents.
- 1.2 Our aim is for pupils and parents to feel confident in the care they receive from St John's School and the level of that care meets their needs.
- 1.3 Staff understand the medical conditions of pupils at St John's School and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.
- 1.4 All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- 1.5 We work with MOD commissioned health providers to understand and support the medical conditions policy.
- 1.6 St John's School understands that all children with the same medical condition will not have the same needs.
- 1.7 The school recognises that while the duties in the Children and Families Act (England only) and Equality Act (England, Wales and Scotland) are not incorporated into service law they do relate to children with a disability or medical condition and as such we will make reasonable adjustments within the local context of overseas locations.

2. St John's School's medical conditions policy involves pupils, parents, school staff, members of the SGC, and where available MOD commissioned school nurses and other relevant supporter organisations.

3. All children with a medical condition will have an individual healthcare plan (IHP), detailing exactly what care a child needs in school, when they need it and who is going to give it.

- 3.1 The IHP also includes information on the impact any health condition may have on a child's learning, behaviour or classroom performance.
- 3.2 The IHP is drawn up with input from the child (if appropriate) their parent/carer, relevant school staff and healthcare professionals, ideally a specialist if the child has one.
- 3.3 Parents at St John's School understand that they should let the school know immediately if their child's needs change.

4. All staff understand and are trained in what to do in an emergency for children with medical conditions at St John's School.

- 4.1 All school staff, including temporary or supply staff, are aware of the medical conditions at St John's School and understand their duty of care to pupils in an emergency.
- 4.2 All staff receive training in what to do in an emergency and this is refreshed at least once a year.
- 4.3 A child's IHP should, explain 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.
- 4.4 If a pupil misuses their medication, or anyone else's, their parent is informed as soon as possible and, depending on the circumstances, staff conduct will be considered.
- 4.5 All staff understand and are trained in the school's general emergency procedures.
- 4.6 All staff, including temporary or supply staff, know what action to take in an emergency and receive updates at least yearly.
- 4.7 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. Staff will not take pupils to hospital in their own car.

5. St John's School has clear guidance on providing care and support and administering medication at school.

- 5.1 St John's School understands the importance of medication being taken and care received as detailed in the pupil's IHP.
- 5.2 St John's School will make sure that there are more than one member of staff who have been trained to administer the medication and meet the care needs of an individual child. St John's School will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. Appropriate levels of insurance and liability cover are in place.
- 5.3 St John's School will not give medication (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.
- 5.4 When administering medication St John's School will check the maximum dosage and when the previous dose was given. Parents will be informed. St John's School will not give a pupil under 16 aspirin unless prescribed by a doctor.
- 5.5 St John's 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.

6. St John's School has clear guidance on the storage of medication and equipment at school.

- 6.1 St John's 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.
- 6.2 Pupils may carry their emergency medication with them if they wish/this is appropriate.
- 6.3 Pupils may carry their own medication/equipment, or they should know exactly where to access it.
- 6.4 Pupils can carry controlled drugs if they are competent, otherwise St John's School will keep controlled drugs stored securely, but accessibly, with only named staff having access.
- 6.5 Staff at St John's School may administer a controlled drug to a pupil only once they have had appropriate training, e.g. by an appropriate healthcare professional.

- 6.6 St John's 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.
- 6.7 St John's 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.
- 6.8 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 or at a pre-agreed date (considering the shelf-life of the medicine).
- 6.9 St John's 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 healthcare procedures.
- 6.10 St John's School keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.

7. St John's School makes sure that all staff providing support to a pupil and other relevant teams 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. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence, and St John's School keeps an up-to-date record of all training undertaken and by whom.

8. St John's 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.

- 8.1 St John's School is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. St John's School is also committed to an accessible physical environment for out-of-school activities.
- 8.2 St John's 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.
- 8.3 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.

9. St John's School 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.

- 9.1 St John's School is committed to identifying and reducing triggers both at school and on out-of-school visits.
- 9.2 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 St John's School, has a trigger reduction schedule and is actively working towards reducing/eliminating these health and safety risks.
- 9.3 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.
- 9.4 St John's School reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

10. St John's School has clear guidance about record keeping.

10.1 Parents at St John's School are asked if their child has any medical conditions on the enrolment form.

- 10.2 St John's 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.
- 10.3 St John's School has a centralised register of IHPs, and an identified member of staff has the responsibility for this register.
- 10.4 IHPs are regularly reviewed, at least every year or whenever the pupil's needs change.
- 10.5 The pupil (where appropriate), parents, 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.
- 10.6 St John's School makes sure that the pupil's confidentiality is protected.
- 10.7 St John's School seeks permission from parents before sharing any medical information with any other party.
- 10.8 St John's 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.
- 10.9 St John's School keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
- 10.10 St John's School makes sure that all staff providing support to a pupil and other relevant teams 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. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence, and St John's School keeps an up-to-date record of all training undertaken and by whom.

11. Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), St John's School will work to ensure that the child receives the support they need to reintegrate effectively.

St John's School works in partnership with all relevant parties including the pupil (where appropriate), parent, SGC, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

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

St John's School works in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing body, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

St John's School is committed to keeping in touch with a child when they are unable to attend school because of their condition

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

In evaluating the policy, St John's 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, governors and the school employer. The views of pupils with medical conditions are central to the evaluation process.

Further information and advice is available from DCYP – targeted services; locally based MOD commissioned health services as well as generally online at www.medicalconditionsatschool.org.uk

This policy will be reviewed: April 2017