



Holyoakes Field First School

Supporting Children with Medical Conditions Policy

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Introduction

Holyoakes Field First School is an inclusive community that welcomes and supports pupils with medical conditions. We provide 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 leave school.

At Holyoakes Field First School, we ensure all staff understand their duty of care to children and young people in the event of an emergency and feel confident in knowing what to do if situations arise. We understand that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood, and recognise the importance of medication and care being taken as directed by healthcare professionals and parents. Staff are made aware of the medical conditions that affect pupils at our school and receive training on the impact medical conditions can have on pupils, as required.

The named members of school staff responsible for this Medical Conditions Policy and its implementation are: Miss Hughes (Deputy Head teacher) and Miss Tomkins (lead First Aider).

Context

At Holyoakes Field First School, we provide 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 our school because arrangements for their medical condition have not been made.
- We listen to the views of pupils and parents.
- Pupils and parents feel confident in the care they receive from our school and the level of that care meets their needs.
- Staff understand the medical conditions of pupils at our school 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 and local health community understand and support the medical conditions policy.
- We understand 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 and are anticipatory.



Procedures for supporting children with medical needs in school

The Medical Conditions policy is supported by clear communication procedures for staff, parents and other key stakeholders to ensure its full implementation.

- Parents, relevant local healthcare staff and other external stakeholders are informed of and reminded about the Medical Conditions Policy through clear communication channels.

All children with a medical condition will have an Individual Healthcare Plan (IHP).

- An IHP details exactly what care a child needs in school, when they need it and who is going to give it.
- This should be drawn up with input from the child (if appropriate), their parent/carer, relevant school staff and relevant healthcare professionals.
- An overview of all pupils with medical conditions will be held by Miss Tomkins (first aider).
- All IHP's will be reviewed at the beginning of each academic year and as needed during the course of the year.

All staff understand and are trained in what to do in an emergency, including for children with medical conditions at Holyoakes Field First School.

- All school staff are aware of the medical conditions at this school and understand their duty of care to children in an emergency.
- Staff receive training in what to do in an emergency, which is refreshed regularly.
- A child's IHP should explain what help they need in an emergency. The IHP will accompany a child should they need to attend hospital. Parental permission will be sought and recorded in the IHP.
- If a child needs to attend hospital, a member of staff (preferably known to the child) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance.

Holyoakes Field First School has clear guidance on providing care and support and administering medication at school.

- We understand that medical conditions may require medication being taken and care received, as detailed in the child's IHP.
- We make sure that there is more than one member of staff who is trained to administer the medication and meet the care needs of an individual child. This will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies.
- Only medication that has been prescribed by a doctor can be administered in school. The medication must come to school with the prescription label on the box/bottle.
- If a child requires regular prescribed medication at school, parents are asked to provide consent. This will give staff permission to administer medication on a regular/daily basis if required. This relates to long term, on-going conditions or short courses of medication that require its administration 4 times daily.



- We make sure that a trained member of staff is available to accompany children with medical conditions on an off-site visit, including overnight stays.
- Parents understand that they should let the school know immediately if their child's needs change.

Holyoakes Field First School has clear guidance on the storage of medication and equipment at school.

- We make 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.
- Controlled drugs are stored securely, but accessibly, with only named staff having access. Staff at this school can administer a controlled drug to a pupil once they have had specialist training.
- We make sure that all medication is stored safely, and that staff supporting pupils with medical conditions know where they are at all times and have access to them immediately.
- We 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 must still be in date, and will generally be supplied in an insulin injector pen or a pump.
- Parents are asked to collect all medications/equipment at the end of the school year, and to provide new and in-date medication at the start of each year.
- 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 current guidelines.

Holyoakes Field First School has clear guidance about record keeping.

- Parents at this school are asked if their child has any medical conditions on the enrolment form.
- An IHP is used to record the support an individual child needs around their medical condition. The IHP is developed with the parent, school staff and relevant healthcare services (where appropriate).
- IHPs are regularly reviewed, at least every year or whenever the child's needs change.
- The parents and relevant healthcare services (where appropriate) hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for the children in their care.
- We make sure that the child's confidentiality is protected and seek permission from parents before sharing any medical information with any other party.
- We meet with the parents and relevant healthcare services prior to an extended visit to discuss and plan for any extra care requirements that may be needed. This is recorded in the child's IHP which accompanies them on the visit.
- We keep an accurate record of all medication administered, including the dose, time, date and supervising staff.
- We make sure that all staff providing support to a child 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 child's IHP. This should be provided by a suitably qualified healthcare professional and/or the parent. The healthcare professional will confirm their competence, and this school keeps an up to date record of all training undertaken and by whom.

Holyoakes Field First School ensures that the whole school environment is inclusive and favourable to children with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

- We are committed to providing a physical environment that is accessible to children with medical conditions and children are consulted to ensure this accessibility. This school is also committed to an accessible physical environment for out-of-school activities.
- We make sure the needs of children 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 children with medical conditions may experience and use this knowledge, alongside the school's Behaviour Policy, to help prevent and deal with any problems. They use opportunities such as PSHRE lessons to raise awareness of medical conditions and help promote a positive environment.
- We understand the importance of all children 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 children. This includes out-of-school clubs and team sports.
- All relevant staff are aware that children should not be forced to take part in activities if they are unwell. They should also be aware of children who have been advised to avoid/take special precautions during activity, and the potential triggers for a child's medical condition when exercising and how to minimise these.
- We make sure that children have the appropriate medication/equipment/food with them during physical activity.
- We make sure that children 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.
- Children with medical conditions who are finding it difficult to keep up educationally are referred to the SENCO, who will liaise with the parent and the child's healthcare professional.
- We make sure that a risk assessment is carried out before any out-of-school visit. The needs of children 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.

Holyoakes Field First School is aware of the common triggers that can make common medical conditions worse or can bring on an emergency.



- We are 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.
- The IHP details an individual child's triggers and details how to make sure the child 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 account of the needs of children with medical needs.
- We review all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), Holyoakes Field First School will work with the relevant education provider to ensure that the child receives the support they need to reintegrate effectively.

- We work in partnership with all relevant parties including the parent, school's governing body, all school staff and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

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

- We work in partnership with all relevant parties including the parent, school's governing body, all school staff and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
- We committed to keeping in touch with a child when they are unable to attend school because of their condition.

Appendices:

Asthma Action Plan Form

Holyoakes Field Medication Permission Form

Record of Medication Following Parental Permission

Health Care Plan Blank

Emergency Services Blank



Appendix 1

Holyoakes Field Asthma Care Plan for

Name of School	Holyoakes Field First School
Child's Name	
Class	
Date of Birth	
Child's Address	
Date of Care Plan	
Review Date	

Emergency Contact Information

Contact 1

Contact 2

Name		Name	
Phone (work)		Phone (work)	
Phone (home)		Phone (home)	
Phone (mobile)		Phone (mobile)	

Doctors Information

GP Surgery	
GP Name	
Telephone number	

Triggers

Pollen	Cold/flu	Animals	Food
Exercise	Dust Mites	Air pollution	Other:
Mould	Weather	Smoke	



Exercise Induced Flare - Up

Instructions for an exercise induced Asthma flare-up	
Medication	
Dosage to be given	
When	
Any additional instructions	

In case of an emergency, I give consent for the emergency inhaler to be given (please indicate) Yes/No

Signed: _____

Date: _____



Appendix 2

Holyoakes Field Medication Permission

Name of Pupil:	Name of medication provided:
Class:	Date medication provided:
Address:	Dose and method(how much and when taken):
Contact number:	When is it given (time of day):
Treatment for (what is the issue it is treating):	Quantity received:
Treatment to be given by:	Expiry date:
Staff signature:	Parent signature:
Print name:	Print name:



Appendix 4

Holyoakes Field Healthcare Plan for

Name of School/Setting	
Child's name	
Group/Class/Form	
Date of Birth	
Child's Address	
Medical Diagnosis or Condition	
Date	
Review date	

CONTACT INFORMATION

Family contact 1

Family contact 2

Name		Name	
Phone No. (work)		Phone No. (work)	
(home)		(home)	
(mobile)		(mobile)	

Clinic/hospital contact	GP
Name:	Name:
Phone No.	Phone No.



Describe medical needs and give details of child's symptoms:

Mild allergic reaction:

Severe reaction:

Daily care requirements: (e.g. before sport/at lunchtime)

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

Mild allergic reaction -

Severe reaction -

Follow up care:

School nurse informed

Notes of episode recorded

Debriefing of event

Who is responsible in an Emergency:(State if different for off-site activities)

First Aid trained staff:

Form copied to:

Office

Class teacher

Parents

Parent signature:

Date:



Appendix 5

Holyoakes Field Contacting Emergency Services for

Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information

1. Child having..... Your telephone number: 01527 62928

2. Give your location as follows: (insert school/setting address)

Holyoakes Field First School
Bridge Street
Redditch

3. State that the postcode is :B97 6HH

4. Give exact location in the school/setting (insert brief description)

5. Give your name

6. Give name of child and a brief description of child's symptoms

7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to: Entrance: Bridge Street.

Speak clearly and slowly and be ready to repeat information if asked

Put a completed copy of this form by the telephone