



THOMSON HOUSE SCHOOL

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# Thomson House School

## Supporting Children with Medical Conditions policy

Agreed by: Education Committee

Date: April 2017

Review Cycle: Annual

Review Date: April 2020

All the Thomson House School policies should be read in conjunction with the Equality Policy.

If you require a copy of this document in large print, Braille or audio format, please contact the School Business Manager



## **Supporting Children with Medical Conditions Policy**

### **Introduction**

Thomson House School is an inclusive community that aims to support and welcome pupils with medical conditions in the same way as it welcomes others at school. The school understands that 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. The school aims to provide all children with the same opportunities at school.

Parents/carers\* of pupils with medical conditions should also feel secure with the care their children receive at school. The school takes measures to ensure that all staff understand their duty of care to children and young people in the event of an emergency and that staff feel confident in knowing what to do in an emergency.

Thomson House School understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood. All staff understand the common medical conditions that affect children at this school. Staff receive appropriate training which includes training on compliance with this policy.

\* The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.

### **Key Stakeholders**

This policy has been drawn up in consultation with a range of key stakeholders within both the school and health settings including:

- Parents of children with medical conditions
- School Nurse
- Head Teacher
- SENDCo
- Office Manager
- Governors

### **Communication Plan**

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

Parents are informed and reminded about the medical conditions policy:

- at the start of the school year when communication is sent out about Healthcare Plans
- in the school newsletter at several intervals in the school year
- when their child is enrolled as a new pupil
- via the school's website

School staff are informed and regularly reminded about the medical conditions policy:

- at scheduled medical conditions training and at the first staff meeting of the school year
- through the key principles of the policy being displayed in prominent staff areas.
- all supply and temporary staff are informed of the policy and their responsibilities.

All other external stakeholders are informed and reminded about the school's medical conditions policy via the school's website.

## **Staff Training**

All staff at Thomson House are trained in what to do in an emergency for the most common serious medical conditions at this school. All staff are made aware of the most common serious medical conditions at school. They understand their duty of care to pupils in the event of an emergency. In an emergency school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication. Training is refreshed for all staff at least once a year. Action for staff to take in an emergency for the common serious conditions at this school is displayed in prominent locations for all staff including the office, classrooms and the staff room. The school uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.

## **Emergency Procedures**

All staff understand and are trained in the school's general emergency procedures. Staff know what action to take in the event of a medical emergency. This includes:

- how to contact emergency services and what information to give
- who to contact within the school

Training is refreshed for all staff annually. Action to take in a general medical emergency is displayed in prominent locations for staff. These include classrooms, the staff room and food preparation areas.

If a pupil needs to be taken to hospital, a member of staff will always call the parents first and accompany the child until a parent arrives. The school tries to ensure that the staff member will be one the pupil knows. Generally, staff should not take pupils to hospital in their own car. This school has clear guidance from the local authority on when (and if) this is appropriate.

## **Administration Of Medicines At School**

Thomson House School has clear guidance on the administration of medication at school. All staff supporting pupils with medical conditions have **easy access to the child's emergency medication** (eg inhalers, epipens). The school understands the importance of medication being taken as prescribed.

All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so. There is one member of staff at school who has been specifically contracted to administer medication.

Other members of staff are happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to pupils under the age of 16, but only with the written consent of the pupil's parent. Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.

All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as administering medication. In some circumstances medication is only administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult. Parents at this school understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately. If a pupil at this school refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.

All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They 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. If a trained member of staff, who is usually responsible for administering medication, is not available this school makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.

## **Storage Of Medication**

Emergency medication is readily available to pupils who require it at all times during the school day – in First Aid kits. First Aid kits are also taken to any off-site activities.

All non-emergency medication is kept in a secure place. Staff ensure that medication is only accessible to those for whom it is prescribed.

There is an identified member of staff (Office Manager) who ensures the correct storage of medication at school.

Twice a year the identified member of staff checks the expiry dates for all medication stored at school. The identified member of staff, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labeled with the pupil's name, the name and dose of the medication and the frequency of dose. This includes all

medication that pupils carry themselves.

All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.

Medication is stored in accordance with instructions, paying note to temperature.

Some medication for pupils may need to be refrigerated. Refrigerators which are used for the storage of medication are in a secure area (the office) inaccessible to unsupervised pupils.

All medication is sent home with pupils at the end of the school year. Medication is not stored in summer holidays.

It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year. Parents at this school are asked to collect out-of-date medication. If parents do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.

## **Record Keeping**

Thomson House School has clear guidance about record keeping. Parents are asked if their child has any health conditions or health issues on the enrolment form, which is filled out at the start of each school year. Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms.

This school uses a Healthcare Plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required.

If a pupil has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent to the pupil's parents to complete.

The parents are asked to fill out the pupil's Healthcare Plan together. Parents then return these completed forms to the school.

This school ensures that a relevant member of school staff is also present, if required to help draw up a Healthcare Plan for pupils with complex healthcare or educational needs.

## **Ongoing Communication And Review Of Healthcare Plans**

Parents are asked to update their child's Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change. Staff use opportunities such as teacher-parent interviews and home-school communication books to check that information held by the school on a pupil's condition is accurate and up to date. Every pupil with a Healthcare Plan at this school has their plan discussed and reviewed at least once a year.

## **Storage And Access To Healthcare Plans**

A pupil's current agreed Healthcare Plan is shared with parents and then signed to record agreement. All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care.

When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the Healthcare Plans of pupils in their care. The school ensures that all staff protect pupil confidentiality.

We seek permission from parents to allow the Healthcare Plan to be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day. This permission is included on the Healthcare Plan.

## **Consent To Administer Medicines**

If a pupil requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent on their child's Healthcare Plan giving the pupil or staff permission to administer medication on a regular/daily basis, if required. Parents complete a separate form for pupils taking short courses of medication. All parents of pupils with a medical condition who may require medication in an emergency are asked to provide consent on the Healthcare Plan for staff to administer medication.

## **Other Record Keeping**

We keep an accurate record of each occasion an individual pupil is given any medication. 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.

This school holds training on common medical conditions once a year. All staff attending receive a certificate confirming the type of training they have had. A log of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive training.

## **The School Environment**

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.

### **Physical environment**

We are committed to providing a physical environment that is accessible to pupils with medical conditions. 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 to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school. The needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as breakfast club, school productions and after school clubs.

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

We understand the importance of all pupils taking part in sports, games and activities. We ensure all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils. However, we also ensure all classroom teachers, PE teachers and sports coaches understand that pupils should not be forced to take part in an activity if they feel unwell.

Teachers and sports coaches are aware of pupils in their care who have been advised to avoid or to take special precautions with activities. This school ensures all PE teachers, classroom teachers and school 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 lunchtime clubs and sports.

## 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.

Teachers at this school are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN coordinator. The school's Head of Inclusion consults the pupil, parents and the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.

## **Common Triggers**

This school is aware of the common triggers that can make 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.

We are committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits. School staff have been given training on medical

conditions. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions.

This school uses Healthcare Plans to identify individual pupils who are sensitive to particular triggers. The school has a detailed action plan to ensure these individual pupils remain safe during all lessons and activities throughout the school day.

Full health and safety risk assessments are carried out on all out-of-school activities before they are approved, including work experience placements 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.

## **Roles And Responsibilities**

Each member of the school and health community knows their roles and responsibilities in maintaining an effective medical conditions policy. We work in partnership with all interested and relevant parties including the school's governing body, all school staff, parents, employers, community healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully.

The following roles and responsibilities are used for this policy. These roles are understood and communicated regularly.

### **The school's head teacher has a responsibility to:**

- ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- liaise between interested parties including pupils, school staff, SEND coordinators, pastoral support/welfare officers, Assistant Teachers, school nurses, parents, governors, the school health service, the local authority transport service, and local emergency care services
- ensure the policy is put into action, with effective 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 useful information sharing systems in place using pupils' Healthcare Plans
- ensure pupil confidentiality
- assess the training and development needs of staff and arrange for them to be met
- ensure all supply teachers and inexperienced staff know the medical conditions policy
- delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register
- monitor and review the policy every three years, with input from pupils, parents, staff and external stakeholders
- update the policy in line with local and national guidance and legislation
- report back to all key stakeholders about implementation of the medical conditions policy.

### **All staff at this school have a 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 medical conditions policy
- know which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan
- maintain effective communication with parents 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 or out of the classroom
- 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 (pupils should not be forced to take part in any activity if they feel unwell)
- 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 can take it when needed.

**Teachers at this school have a responsibility to:**

- ensure pupils who have been unwell 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, the pupil's healthcare professionals, SEND coordinator and welfare officers 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.

**The school nurse at this school has a responsibility to:**

- help update the school's 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 other specialist training.

**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.

**SEND coordinator (Head of Inclusion) at this school has the responsibility to:**

- know which pupils have a medical condition and which have special educational needs because of their condition
- ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or course work.

## **The parents of a child at Thomson House School have a responsibility to:**

- tell the school if their child has a medical condition
- ensure the school has a complete and up-to-date Healthcare Plan for their child
- 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 off-site activities
- tell the school about changes to their child's medication, frequency and amount of dosage
- 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 has regular reviews about their condition with their doctor or specialist healthcare professional

## **Local Hospitals and Medical Centres in Case of Emergency**

### **1. Charing Cross Hospital**

**Tel: 020 3311 1234**

Fulham Palace Road, London, W6 8RF

### **2. Kingston Hospital**

**Tel: 020 8546 7711**

Galsworthy Road, Kingston Upon Thames, Surrey, KT2 7QB

### **3. Chislea & Westminster Hospital**

**Tel: 020 3315 8000**

369 Fulham Road, London, SW10 9NH

## **Review And Evaluation**

The medical conditions policy is regularly reviewed evaluated and updated. Updates are produced every three years in line with the school's policy review timetable. New DfE and Department of Health guidance is actively sought and fed into the review. In evaluating the policy, this school seeks feedback on the effectiveness and acceptability of the medical conditions policy with a range of key stakeholders within the school and health settings. These stakeholders include:

- parents
- school nurse and/or school healthcare professionals
- head teacher
- teachers
- SEND Coordinator
- first aider
- local health professionals
- school governors.

**Monitoring and review**

This policy is monitored by the Education Committee, and will be reviewed every three years.

**Date of Policy: April 2017**

**Date of next review: April 2020**