



Trinity Primary School
Supporting pupils with medical conditions policy

“Everyone who works with children should do what is in the best interests of the child.”
Article 3 United Nations Rights of the Child

Policy statement and principles

Trinity School is an inclusive community that aims to support and welcome pupils with medical conditions. The school understands its responsibility to make the school welcoming, inclusive and supporting to all pupils with medical conditions and provide them the same opportunities as others at the school.

At Trinity we understand that medical conditions should not be a barrier to learning, so we will endeavour to:

- ensure all staff understand their duty of care to children and young people in the event of an emergency;
- understand that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood;
- ensure that staff receive on-going training and are regularly updated on the impact medical conditions can have on pupils;
- help all staff feel confident in knowing what to do in an emergency;
- encourage pupils with medical conditions to take control of their condition and make every effort to ensure that they are confident in the support they receive to help them do this;
- understand the importance of medication being taken as prescribed;
- understand the common medical conditions that affect children at Trinity School;
- aim to include all pupils with medical conditions in all school activities.

Trinity ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, emotional, sporting and educational activities.

Roles and responsibilities

The Headteacher will:

- Ensure Trinity school is inclusive and welcoming;
- Make sure all staff are aware of this policy and understand their role in its implementation;
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations;
- Ensure that all staff who need to know are aware of a child's condition;
- Take overall responsibility for the development of IHPs;
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way;
- Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse;
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date



The SENCo will:

- update the school's Medical Condition Policy
- formulate and update the Care Plans
- know which pupils have a medical condition and which have special educational needs because of their condition

Parents and guardians will:

- Provide the school with sufficient and up-to-date information about their child's medical needs;
- Be involved in the development and review of their child's Individual Health Plan (IHP) and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times

Teachers and other school staff:

- Supporting pupils with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This includes the administration of medicines.
- Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.

All teachers and staff will:

- know which pupils have a medical condition;
- be aware of triggers and symptoms of conditions and how to act in an emergency;
- understand common medical conditions and the impact on pupils;
- take into account the needs of pupils with medical conditions that they teach;
- know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help;
- allow pupils immediate access to emergency medication;
- ensure pupils have their medication when out of the classroom;
- be aware if pupils with medical conditions suffer bullying or need extra social support;
- ensure all pupils with medical conditions are not excluded unnecessarily from activities.

Health professionals (such as school nurses, GPs and paediatricians) will:

- liaise with the school and notify them of any pupils identified as having a medical condition;
- provide advice and help develop the IHPs
- help update the school's medical policy,
- help provide regular training to school staff on common medical conditions and provide information about additional training.

Pupils –

- Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.



First aiders have a responsibility to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school.

Individual Healthcare Plans

Trinity uses Individual Care Plans to record important details about individual children's medical needs at school. The plans will include the following (depending on the individual circumstances):

- Details of the medical condition – triggers, signs, symptoms and treatments
- Details of the impact of the condition on the child including the need for medication or other support, facilities or equipment that may be required
- Details of any specific support required to meet the individual's education, social or emotional needs
- Training requirements
- Internal information requirements (who needs to know)
- Parental consents for administration of medicine and sharing information
- Information relevant to off-site visits
- Emergency information

In addition to the Care Plan:

- A consent form will be required to administer medicines if a pupil requires regular prescribed or non-prescribed medication at school;

Monitoring of Care Plans:

- Care plans are sent home to parents at the start of every year to check the details or update if necessary.
- If the changes to the Care Plan are required during the years these need to be added and agreed by parents, who need to sign the new plan.
- Class teachers will keep a copy of a child's care plan in their classroom. This will be shared with any relevant staff.
- There will also be a copy kept centrally with their records and an electronic copy is on the Teacher Sensitive area.

Medication

Administration

- The school understands the importance of taking the medication as prescribed.
- Medicines for pupils at the school with medical conditions will only be administered under the supervision of a named member/s of staff at the school - even if the pupil can administer the medication themselves (pupils will be encouraged to administer their own emergency medication when their parents and health specialists determine they are able to start taking responsibility for their condition).
- All staff understand the importance of medication being taken as prescribed and training will be given to staff members who administer medication to pupils.
- All medicines for children from Yrs 1 – 6 are kept in the school office. Medicines for children in Nursery and Reception are kept in the appropriate classrooms.



When a pupil is off-site their medication will be carried by a named-responsible adult, who will be available to administer the medicine and assist the pupil.

- All staff members 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. This is always addressed in the risk assessment for off-site activities.
- Training is given to all staff members who agree to administer medication to pupils, where specific training is needed.
- If a trained member of staff, who is usually responsible for administering medication, is not available the school makes alternative arrangements to provide the service.
- 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 misuses medication, either theirs or another pupil's, their parents are informed as soon as possible. These pupils are subject to the school's usual disciplinary procedures.
- If a pupil at this school refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.
- All administering of medication will be recorded stating the date, time, amount taken and signed by the member of staff.

Storage:

- There is an identified member of staff who ensures the correct storage of medication at school.
- Medication is stored in accordance with instructions, paying particular note to temperature;
- All controlled drugs are kept in a secure cupboard in the school office and only named staff have access.
- Three times a year the identified member of staff checks the expiry dates for all medication stored at school; this check is documented.
- 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.
- Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised pupils.
- All medication is sent home with pupils at the end of the school year. Medication is not stored during the 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

Emergency medication (including EpiPens):

- Emergency medication will need to be readily available to pupils who require it at all times during the school day and so should be in an appropriately accessible place (e.g. in the classroom).
- All staff know where the medication will be kept.



Emergency medication will be taken on any outside school visits.

Safe disposal:

- Parents are notified when medication is out-of-date and asked to collect it and replace it if necessary.
- Needles (such as epi-pens when used) will be handed to the emergency services to dispose of.

Identification and Record Keeping

- Parents are asked if their child has any health conditions or health issues on the enrolment form, which is filled out when they start at the school.
- Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms.
- Data verification forms are sent out annual for parents to check and update, this includes any new medical details.
- Medical information is entered into SIMs and updated yearly or when required.

In an emergency

- Relevant staff understand and are updated in what to do in an emergency for the most common serious medical conditions at this school. This will include training where necessary.
- In an emergency school staff are required under common law to exercise duty of care and act like any reasonably prudent parent/carer. **This may include administering medication.**
- Individual Healthcare Plans inform the appropriate staff (including supply teachers and support staff) of pupils with complex health needs in their care who may need emergency help. Supply staff are briefed on entry to the school; when undertaking their commissioned duties.
- If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The staff member concerned should inform a member of the school's senior management and/or the school's critical incidents team.
- All pupils with medical conditions should have easy access to their emergency medication. E.g. inhalers and EpiPens.

Residential visits and School Trips

- Parents are sent a residential visit/school trips form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit.
- This form requests up-to-date information about the pupil's current condition and their overall health. This includes information about medication not normally taken during school hours
- All parents 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
- If the form includes current issues of medication - a discussion is held with the parent about how the medical condition will be managed whilst on the trip



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

Unacceptable practice

Our staff recognise that it is not acceptable practice to:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assume that every child with the same condition requires the same treatment.
- Ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged).
- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans.
- If the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable.
- Penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments.
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.

Complaints

Complaints about support in accordance with this policy should be dealt with in accordance with Trinity complaints policy.