



# HAYDON SCHOOL

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## **Supporting Students with a Medical Condition Policy 2017**

## SUPPORTING STUDENTS WITH A MEDICAL CONDITION POLICY

## 1. Introduction

Haydon School is an inclusive community that welcomes and supports students with medical conditions. Students with any medical condition/s are provided with the same opportunities as others in the school. No student will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made. However in line with safeguarding duties, Haydon School will ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases. Therefore Haydon School will not accept a child in school at times where it would be detrimental to the health of that child or others to do so.

This Policy is written with reference to:  
Children and Families Act (2014)  
The Equality Act (2010)

Other school related policies:

- The Asthma policy
- Diabetic procedures

## 2. Communication

- Parents and carers are informed about the medical conditions policy via the school website
- Staff are informed during training sessions about medical conditions
- Policy on the school intranet
- Staff are made aware of Individual Health Care Plans as they relate to their teaching/supervision via information on SIMS
- Staff receive updates once a year for asthma and anaphylaxis and know how to act in an emergency
- Additional training is prioritised for key staff members who work with children who have specific medical conditions supported by Individual Health Care Plans. (Appendix 1)

## 3. Individual Health Care Plans (IHPs)

- 3.1 Students at Haydon School with a medical condition which requires an Individual Healthcare Plan (IHP) are: diabetes, epilepsy with rescue medication, anaphylaxis, gastroenterology feeds, central line or other long term venous access, tracheotomy, severe asthma that has required hospital admission within the last 12 months, and others.
- 3.2 The school uses an IHP to record the support an individual student needs around their medical condition. The IHP is developed with the student (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services. It will also explain what help they need in an emergency. The IHP will accompany a student should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings. If a student needs to attend hospital, a member of staff will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. Staff will not take students to hospital in their own car unless they have the approval of the Headteacher or Designated Safeguarding Lead and hold business usage on their car insurance.

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3.3 There is a centralised register of IHPs for which the Welfare Assistant has the responsibility. IHPs are regularly reviewed, at least every year or whenever the student's needs change. The student (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 students in their care from SIMS.

#### 4. Responsibilities:

##### 4.1 Governing Body

- Students to be supported to participate fully in school activities
- Policies, Health Care Plans, including emergency procedures, which support students with medical needs are developed and implemented. Review arrangements as required
- Staff training arrangements are put in place after consulting health professionals
- Insurance cover, which reflects the level of risk and also liability cover for administration of medication, to be arranged
- Policy put in place on how complaints are made and processed

##### 4.2 The Head Teacher

- The school policy is developed and effectively implemented with partners
- Emergency arrangements and IHPs are adhered to
- Staff are trained and informed of the medical needs of students
- Make reasonable adjustments so that students can partake in all school activities unless advised otherwise by health professionals

##### 4.3 Welfare Assistant

- Support the writing of IHPs with parents, carers and relevant health care professionals
- Keep a register of health needs and those on Health Care Plans, make this register available to staff on the intranet
- Ensure the safe storage of medicines. That all are clearly labelled with the pupil's name, the name of the medication, route of administration, dose and frequency, an expiry date of the medication
- Keep confidential records of medicines administered
- Liaise with the school nurse for updates and relevant staff training
- Dispose of out of date medication at the local pharmacy

##### 4.4 All staff

- Be aware of the medical conditions and IHP's of the students that they teach
- Any member of staff may be asked to provide support to students with medical conditions, including administering medicines, although they cannot be required to do so
- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- Call an ambulance in an emergency
- Know the school's registered first aiders
- Maintain effective communication with parents/carers including informing them if their child has been unwell at school

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- Ensure students who need medication have it when they go on a school trip
- Ensure that all students with a medical condition are not excluded unnecessarily from activities they wish to take part in
- Ensure all students who have been unwell have the opportunity to catch up on missed work
- Be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it, in liaison with the SENCo

## 4.5 School nurse

- Help provide regular updates for school staff managing the most common medical conditions at school at the schools request
- Provide information about where the school can access other specialist training

## 4.6 First Aiders

- Give immediate, appropriate help to casualties and injuries or illness

## 4.7 SENCo

- Ensure teachers make the necessary arrangements if a pupil needs special consideration for access arrangements

## 4.8 Pupils

- Fully involve in discussions about their medical condition and support needs
- Treat all medication with respect
- Know how to gain access to their medication in an emergency
- Let a member of staff know if they are feeling unwell
- Treat other pupils with and without a medical condition equally
- Ensure a member of staff is called in an emergency situation

## 4.9 Parents

- Tell the school if their child has a medical condition or complex health need
- Ensure that the school has a complete and up to date IHP if their child has a complex health need
- Inform the school about the medication their child requires during school hours, complete the written proforma (Appendix 2)
- Tell the school about any changes to their child's medication, what they take, when and how much. This should be done in writing
- Inform the school about any changes in their child's condition
- Ensure their child's medication and medical devices are labelled with their child's full name
- Ensure the school has full emergency contact details for them
- Provide school with appropriate spare medication labelled with their child's name
- Ensure their child's medication is within the expiry date
- Keep their child at home if they are not well enough to attend school
- Ensure their child catches up on school work they have missed
- Ensure that their child has regular reviews about their condition with their doctor or specialist healthcare professional

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- If their child has complex health needs, ensure their child has a written IHP for school and if necessary an asthma management plan from their doctor or specialist healthcare professional
- Have completed/signed all relevant documentation

**5. Administering of medicines**

- The school will seek to ensure that pupils with medical conditions have easy access to their emergency medication
- All medication is done under the supervision of an appropriate member of staff at Haydon School unless there is an agreed plan for self-medication. Parents must have given written consent for pupils to have medication in school
- All staff are aware that there is no legal or contractual duty for a member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so or unless the situation is an emergency and falls under their regular duty of care
- Parents/carers must notify school immediately in writing if there is a change in medication for their child
- If a pupil at school refuses their medication, staff will record this and follow the defined procedures. Parents/carers will be informed of this non-compliance as soon as possible
- If a pupil misuses medication, either their own or another pupil's, their parents/carers will be informed as soon as possible. The school will seek medical advice by ringing A&E if this situation arises. In such circumstances, pupils will be subject to the school's usual disciplinary procedures

**6. Storage of medication at school**

- Emergency medication is readily available to pupils who require it at all times of the day
- All non emergency medication is kept in a secure place in a lockable cupboard
- Staff ensure that medication is accessible only to those for whom it is prescribed
- All medication should be supplied and stored in its original containers
- All medication is stored in accordance to the manufactures instructions

**7. Safe disposal**

- The Welfare Assistant will take out of date medication to the local pharmacy for safe disposal if it has not been collected by parents/carers
- Sharps boxes are used for the disposal of needles

**8. Record Keeping**

- Parents/carers are asked at enrolment if their child has a medical condition
- If a pupil has a short term medical condition that requires medication during the school hours a medication form must be completed by parents/carers (Appendix 2)
- IHPs will be filled in by parents in discussion with the Welfare Assistant

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- IHPs will be available on SIMS for staff to access. They will remain confidential to staff unless needed in an emergency
- Each IHP will have a review date
- The Welfare Assistant keeps a record of all medication administered during the school day

### **9. Inclusive Environment**

- The school ensures that the whole school environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities. This school makes sure the needs of students 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 students with medical conditions may experience and use this knowledge, alongside the school's anti-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

### **10. The Medical Conditions Policy is regularly reviewed evaluated and updated**

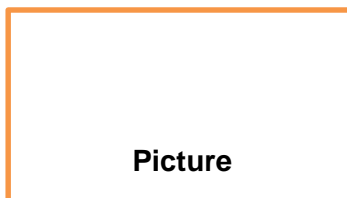
- The school's medical condition policy is reviewed and updated in line with the school's policy review timeline - every three years or earlier if necessary

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**APPENDIX 1**



**Health Care Plan**



**Name of Student:**

**Date of Birth:**

**Form:**

**Medical Diagnosis or Condition:**

**Date:**

**Review Date:**

**Family Contact Information:**

Name:  
Phone No:  
Address:

Name:  
Phone No:  
Address:

**G.P. Contact Information:**

Name:  
Phone No:  
Surgery:

**Medical needs and details of child's symptoms:**

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

**What constitutes an emergency for the child, and the action to take if this occurs:**

**Follow up care:**

**Who is responsible in an emergency (state if different for off-site activities):**

**Form copied to**

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APPENDIX 2



### Haydon School Parent Agreement to Administer Medicine

Name of Student \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Form \_\_\_\_\_

Medical condition or illness \_\_\_\_\_

Medicine \_\_\_\_\_  
\_\_\_\_\_

Name/type of medicine \_\_\_\_\_  
(as described on the container)

Date dispensed \_\_\_\_\_ Expiry  
Date \_\_\_\_\_

Agreed review date to be initiated  
by \_\_\_\_\_

Dosage and method \_\_\_\_\_  
Timing \_\_\_\_\_

Special precautions \_\_\_\_\_ Self Administration:  
YES/NO

Are there any side effects that the school needs to know about?  
\_\_\_\_\_  
\_\_\_\_\_

Procedures to take in an  
emergency \_\_\_\_\_

**Contact Details:**

Name \_\_\_\_\_  
\_\_\_\_\_

Daytime telephone no. \_\_\_\_\_  
\_\_\_\_\_

Relationship to  
child \_\_\_\_\_

Address \_\_\_\_\_



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I understand that medicine must be personally delivered to: **Mrs V Vaughan – Welfare Assistant**

**I accept that this is a service that Haydon is not obliged to undertake.**

**I understand that I must notify Haydon of any changes.**

**Date** \_\_\_\_\_  
\_\_\_\_\_

**Signature(s)**

## SUPPORTING STUDENTS WITH A MEDICAL CONDITION POLICY

**History**

<b>Date</b>	<b>Issue</b>	<b>Status</b>	<b>Comments</b>
September 2014	1	New Policy	Draft - To Student Committee 08.10.14 Accepted. To FGB 03.12.14 for information only
September 2017	1	Minor update	To Student committee 10.10.17 – approved. To FGB for information only.