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| **Children with Medical Conditions** **& Administering Medication Policy**

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| This policy was agreed by the Headteacher on: (and supersedes all previous policies relating to this area)  |  |
| Signed by:  |
| Implemented: January 2018 |  |
| Interim update : Spring 2019 Carolyn Vagg |  |
| Review date: January 2020 |  |
| Author: Members of the Special Needs Nursing Team |  |
| **This policy is currently undergoing comprehensive and thorough review – FEb 2020** |

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**Watergate School -**

**Children with Medical Conditions & the Administration of Medications Policy**

**Policy Statement**

Watergate School is an inclusive community that welcomes and supports pupils with medical conditions.

Watergate School understands that pupils can suffer from long term, short term, chronic and acute illnesses and will provide for all pupils without exception or discrimination. This includes both physical and mental health conditions.

Watergate School provides all pupils with any medical condition the same opportunities as others at school, enabling them to play a full and active role in school life, remain healthy and achieve their academic potential.

The school will help to ensure they can:

• Be healthy

• Stay safe

• Enjoy and achieve

• Make a positive contribution

Watergate School (from here on known as ‘this school’) makes sure all staff members understand their duty of care to children and young people.

All staff feel confident in knowing how to support young people with medical conditions.

This school understands that certain medical conditions are serious and potentially life-threatening.

This school understands the importance of medication and care being taken as directed by healthcare professionals and parents. All pupils with medical conditions will have an Individual Care Plan created with the nursing staff and parents before the young person starts at school and reviewed regularly at least annually or more often if necessary.

All staff understand the medical conditions that affect pupils at this school. Staff receive training on the impact medical conditions can have on pupils.

This school ensures all staff receive appropriate training.

First aid boxes are located throughout school and staff are trained in the administration of First Aid.

This school ensures this policy is applied across the curriculum, and includes when pupils are out of school on day trips or residential trips

**Policy Framework**

The policy framework describes the essential criteria for ways in which the school can meet the needs of children and young people with long-term and short-term medical conditions and those suffering from unexpected illness or injury at school.

1. **This school is an inclusive community that supports and welcomes pupils with medical conditions**
* This school is welcoming and supportive of pupils with medical conditions. It provides children who have 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 this school because arrangements for their medical condition have not been made.
* This school will listen to the views of pupils and parents.
* Pupils and parents feel confident in the care they receive from this school and the level of care that meets their needs.
* This school will ensure all pupils joining school, who need it, have a written care plan in place, agreed jointly with nurses, parents, pupils and school staff, before they start at Watergate School.
* Staff understand the medical conditions of pupils at this 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.
* This school understands 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 2014 (England only) and the Equality Act (England, Wales and Scotland) relate to children with disability or medical conditions is anticipatory. This school understands that some of the children who have special educational needs will also have medical conditions. This policy also makes reference to the requirements laid down in the DfE document ‘Supporting children with medical conditions in school’ 2014

**2) The medical conditions policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation.**

* Pupils, parents, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels. The policy will be available on the school’s website for public view and all staff will be reminded of the policy and how it is implemented at induction and on an annual basis.

**3) All staff understand and are trained in what to do in an emergency at school.**

* All school staff, including temporary or supply staff (and volunteers if and when appropriate), are aware of the medical conditions at this school and understand their duty of care to pupils.
* All staff receive relevant up-to-date training for each individual pupil as necessary and updated on a regular basis as needs change.
* All staff are familiar with normal procedures for avoiding infection and they follow basic hygiene procedures. Staff have access to protective aprons and gloves and suitable disposal equipment to safely deal with spillages of blood or other bodily fluids, including the changing of dressings.
* All children with a medical condition at Watergate have an individual Care Plan which explains what support is needed. The Care Plan will accompany a pupil should they need to attend hospital. Care plans are developed in the context of assessing and managing risks to the pupil’s education, health and social well-being.

Care Plans will consider;

* The medical condition, its trigger, signs and symptoms and treatment
* The pupil’s resulting needs, including medication (its side-effects and storage) and other treatments, dose, time, facilities, equipment, testing, dietary requirements and environmental issues
* Specific support for the pupil’s educational, social and emotional needs, for example how absences will be managed, requirements for extra time to complete work, rest periods or additional support
* Identify the person who will provide this support, their training needs, expectations of their role and confirmation of their proficiency to provide support for the pupil’s medical needs from the nursing staff
* Identify who in school needs to be aware of the child’s condition and the support required
* Separate arrangements or procedures required for school trips or other school activities outside the normal school timetable that will ensure the pupil can participate, e.g. risk assessments
* Where confidentiality issues are raised by the parent or pupil, the designated individuals to be entrusted with information about the child’s condition
* What to do in an emergency, including who to contact and contingency arrangements

**4) Staff understand and are trained in the school’s procedures.**

* All staff members, including temporary or supply staff, know what action to take in an emergency and receive updates at least yearly. Training is provided at the start of each academic year, and as required throughout the year, and policies and procedures are discussed with temporary and supply staff. The induction of new staff will include training for supporting pupils with medical needs.
* Any member of staff providing support to a pupil with medical needs will receive suitable training.
* If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent or legal guardian arrives, or accompany a child taken to hospital by ambulance.

**5) This school has clear guidance on providing care and support and administering** **medication and First Aid at school**

* This school understands the importance of medication being taken and care received as detailed in the pupil’s Care Plan.
* This school will make sure that there are several members of staff who have been trained to administer the medication and meet the care needs of an individual child. This school will ensure there are sufficient members of staff trained to cover any absences, staff turnover and other contingencies.
* Medication may only be administered if prescribed by a healthcare professional. Medicines bought ‘over the counter’ may be administered in agreement with nursing staff and parents
* When administering non-prescribed medication, for example for pain relief, this school will check the maximum dosage and when the previous dose was given. Parents will be informed. Nurses hold a patient group directive which contains parental consent.
* If a pupil refuses to take their medication or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the Care Plan. Parents will be informed.
* This school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site educational visit and the needs of the pupil, associated risks and how these are to be managed will be included in the risk assessment for the visit.
* Parents at this school understand that they should let the school know immediately if their child’s needs change and provide enough information to ensure their needs are met.

**6) This school has clear guidance on the storage of medication and equipment at school.**

* This 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. Pupils may carry their emergency medication / equipment with them if this is appropriate or know where and how to access it. Children at this school (if appropriate) know to ask any member of staff and that they may have immediate access to their medication when required. In this school medications are stored safely in the secure nurse’s medications trolleys or in the secure classroom lockers (only used for medications).
* This school will store medication that is in date and labelled in its original container.

Medication will only be accepted where it is in its original container, complete with dispensing label including the child’s name and instructions for administering from a qualified healthcare professional.

* The school nurse regularly check all medication held in school and all medicines which will expire will be returned to parents and replacements requested.
* This school disposes of needles and other sharps in line with local policies. Sharps boxes are held securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

**7) This school has clear guidance about record keeping**

* This school uses a Care Plan to record the support an individual pupil needs around their medical condition. The Care Plan is developed with the nurses, pupil (where appropriate), parent, school staff and relevant healthcare services.

 The Care Plans are always created with a nurse present and stored and maintained by the nursing staff

* Care Plans are reviewed regularly or whenever the pupil’s needs change.
* The nursing staff, pupil (where appropriate), parents, specialist nurse (where appropriate), and relevant healthcare services hold a copy of the Care Plan. Other school staff are aware and physiotherapists, speech therapists and occupational therapists have access to the Care Plans for pupils in their care.
* This school makes sure that the pupil’s confidentiality is protected.
* This school seeks permission from parents before sharing medical information with any other party.
* This school meets with the nurses, pupil (where appropriate), parent and relevant healthcare services prior to any school visits to discuss and make a plan for any extra care requirements that may be needed. Only staff on the signed trained list for administering medications can hold responsibility for the administration of medications out of school.
* The nursing staff keep an accurate record of all medication administered, including the dose, time, date and supervising staff.
* This school makes sure that all staff providing support to a pupil have received suitable training and ongoing support, to make sure they have the confidence to provide the necessary support and that they fulfil the requirements set out in the pupil’s Care Plan. This should be provided by the specialist nurse / school nurse / other suitably qualified healthcare professional. The specialist nurse / school nurse / other suitable qualified healthcare professional will confirm their competence, and this school keeps an up to date record of all training undertaken and by whom.

**8) 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.**

* This school is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. This school is also committed to an accessible environment for out of school activities.
* This school makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, including extended school activities.
* All staff are aware of the potential social problems that pupils 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.
* This school understands the importance of all pupils 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 pupils.
* This school understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid / take special precautions during activity, and the potential triggers for a pupil’s condition when exercising and how to minimise these.
* This school makes sure that pupils 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.
* All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil’s medical condition. This school will not ‘penalise’ pupils for their attendance if their absence relates to their medical condition. Following absence, reintegration back into school will be properly supported so pupils with medical conditions fully engage with learning and do not fall behind when they are unable to attend. Short term absences, including those for medical appointments are effectively managed.
* This school makes sure that a risk assessment is carried out before any out-of-school educational visit. The needs of pupils 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.

**9) This school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. This school is actively working towards reducing or eliminating health and safety risks.**

* This school is 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 Care Plan details an individual pupil’s triggers and details how to make sure the pupil remains safe during 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 conditions.
* This school reviews all medical emergencies and incidents to see how they could be avoided, and changes school policy according to these reviews.

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

* This school works in partnership with all relevant parties including the pupil (where appropriate), parent, governing body, staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
* The governing body should ensure parents are aware of the school’s complaints policy and procedures should they be dissatisfied with the support provided to their child.

**Updates are produced every year.**

* In evaluating the policy, this school seeks feedback from 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 (wherever appropriate) are central to the evaluation process.