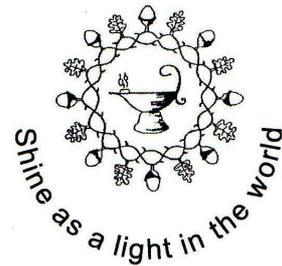


Bridstow CE Primary School
Summer 2014



Supporting Pupils at School with Medical Conditions Policy

Designated Member of Staff Rossanna Griffith
Reserve Member of Staff Fiona Turner
Designated Governor Alison Beynon

Policy statement

Bridstow School is an inclusive community that aims to support and welcome pupils with medical conditions.

The staff and Governors understand that we have a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.

We aim to provide all pupils with all medical conditions 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 well-being.

The governing body will ensure that all staff at Bridstow School

- ❖ understand their duty of care to children and young people in the event of an emergency.
- ❖ feel confident in knowing what to do in an emergency.
- ❖ understand that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- ❖ understand the importance of medication being taken as prescribed.
- ❖ understand the common medical conditions that affect children at this school and relevant staff receive training on the impact medical conditions can have on pupils.
- ❖ relevant staff receive additional training about any children they may be working with who have complex health needs supported by an Individual Health Plan

1. Bridstow School is an inclusive community that aims to support and welcome pupils with medical conditions.

a. The staff and governing body understand that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.

b. Here at Bridstow School we aim to provide all children with all medical conditions 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 and achieve economic well-being.

c. This school aims to include all pupils with medical conditions in all school activities.

d. Pupils with medical conditions are encouraged to take control of their condition when appropriate. Pupils feel confident in the support they receive from the school to help them do this.

e. Parents/Carers of pupils with medical conditions are aware of the care their children receive at this school and feel secure in the care their children receive at this school through meetings and other communication with staff and medical professionals.

f. Through regular training the school ensures all staff understands their duty of care to children and young people in the event of an emergency, have access to information about what to do in an emergency, and feel confident in knowing what to do in an emergency.

g. The staff understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

h. All staff understands the common medical conditions that affect children at this school. All relevant staff receives training on the impact this can have on pupils.

i. The medical conditions policy is understood and supported by the whole school and local health community.

2. The medical conditions policy has been drawn up in consultation with a wide range of local key stakeholders within both the school and health settings.

a. These key stakeholders include:

- ❖ parents
- ❖ school nurse assistant
- ❖ head teacher
- ❖ teachers
- ❖ special educational needs coordinator
- ❖ members of staff trained in first aid

- ❖ local healthcare professionals
- ❖ school governors

b. All key stakeholders were consulted in two phases, initial consultation during development of the policy, comments on a draft policy before publication.

c. Bridstow School recognises the importance of providing feedback to those involved in the development process and is committed to acknowledging input and providing follow-up to suggestions put forward.

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

a. Pupils are informed and regularly reminded about the medical conditions policy:

- ❖ through the school council
- ❖ in the school newsletter at several intervals in the school year
- ❖ in personal, social and health education (PSHE) classes

b. Parents are informed and regularly reminded about the medical conditions policy:

- ❖ by including the policy statement in the school's prospectus, signposting access to the policy and via the school's website, where it is available all year round
- ❖ 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

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

- ❖ through copies handed out at the first staff meeting of the school year, staff handbooks, and before Healthcare Plans are distributed to parents
- ❖ at scheduled medical conditions training
- ❖ through the key principles of the policy being displayed in several prominent staff areas at this school
- ❖ through school-wide communication about results of the monitoring and evaluation of the policy
- ❖ staff are made aware of any Individual Health Plans as they relate to their teaching/supervision of groups. This is a role for the designated person.
- ❖ supply and temporary staff are informed of the policy and their responsibilities including who is the designated person/s, any medical needs or Individual Health Plans related to the children in their care and how to respond in emergencies

d. Relevant local health staff are informed and regularly reminded about the school's medical conditions policy:

- ❖ via primary care trust (PCT) links and the school nurse/assistant

4. Relevant staff understands and are updated in what to do in an emergency for the most common serious medical conditions at this school.

- a. Relevant staff is aware of the most common serious medical conditions at this school.
- b. Staff understands their duty of care to pupils in the event of an emergency. In an emergency situation school staff is required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.
- c. The Staff receive updates at least once a year for asthma and other medical needs and know how to act in an emergency. Additional training is prioritized for key staff members who work with children who have specific medical conditions supported by an Individual Health Plan.
- d. Action for staff to take in an emergency for the common serious conditions is displayed in prominent locations for all staff including classrooms, kitchens and the staff room.
- e. Bridstow 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.
- f. Procedures are in place to transfer a copy of the pupil's Healthcare Plans with the pupil in the event of an emergency.
- g. All staff who works with groups of pupils at this school receives training and knows what to do in an emergency for the pupils in their care with medical conditions.
- h. 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 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.
- i. Action to take in a general medical emergency is displayed in prominent locations for staff. These include classrooms, the staff room, and Kitchen.
All staff knows 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.

5. The school has clear guidance on the administration of medication at school.

Administration – emergency medication

- a. All pupils at this school with medical conditions have easy access to their emergency medication.
- b. We will ensure that all pupils understand the arrangements for a member of staff (and the reserve

member of staff) to assist in helping them take their emergency medication safely.

Administration – general

c. All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of a named member of staff at this school.

d. This school understands the importance of medication being taken as prescribed.

e. Staff is aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication.

f. Many 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.

g. 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.

h. All school staff has 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.

i. In some circumstances medication is only administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult.

j. 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.

k. If a pupil at this school refuses their medication, staff will record this and follow procedures. Parents are informed as soon as possible.

l. If a pupil at this school needs supervision or access to medication during home to school transport organised by the local authority, properly trained escorts will be provided. All drivers and escorts will have the same training as school staff, know what to do in a medical emergency and will be aware of any pupils in their care who have specific needs. If they are expected to supervise or administer emergency medication they will be properly trained and have access to the relevant Healthcare Plans.

m. All staff attending off-site visits is 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 a specially written Healthcare Plan for the specific trip/visit and any additional medication or equipment needed.

n. 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. The time table/rota for adults responsible for administering medication to specific children can be found displayed in the Nest and in the office along with a stand by list of specifically trained staff. This is always addressed in the risk assessment for off-site activities.

o. If a pupil misuses medication, either their own or another pupil's, their parents will be informed as soon as possible. These pupils will be subject to the school's usual disciplinary procedures.

7. Bridstow School has clear guidance on the storage of medication at school.

Safe storage - emergency medication

a. Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys will be readily available and not held personally by members of staff.

b. Pupils, whose healthcare professionals and parents advise the school that their child is not yet able or old enough to self manage and carry their own emergency medication, know exactly where to access their emergency medication.

c. Pupils, whose healthcare professionals and parents advise the school that their child is not yet able or old enough to self manage and carry their own emergency medication, know exactly where to access their emergency medication.

d. Pupils at this school who are old enough and able to self manage and carry their own emergency medication, will be reminded to carry their emergency medication with them.

Safe storage - non-emergency medication

e. All non-emergency medication is kept in a secure place, in a lockable cupboard near the staff room. Pupils with medical conditions know where their medication is stored and how to access it.

f. Staff ensures that medication is only accessible to those for whom it is prescribed.

Safe storage - general

g. There are identified members of staff who ensures the correct storage of medication at school. Here at Bridstow they are Rossanna Griffith (Assistant SENCO) and Fiona Turner (HLTA).

h. Any controlled drugs will be kept in a locked cupboard in the Nest, and only named staff will have access, even if pupils normally administer the medication themselves.

i. At least three times a year the identified members of staff will check the expiry dates for all medication stored at school and this will be documented.

j. The identified members of staff, Rossanna Griffith and Fiona Turner, 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 any medication that pupils carry themselves.

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

l. Medication will be stored in accordance with instructions, paying particular note to temperature.

m. Some medication 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, the staff room, inaccessible to unsupervised pupils.

Safe disposal

p. Parents at this school are asked to collect out-of-date medication.

q. 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.

r. Named members of staff (Rossanna Griffith and Fiona Turner) are responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least three times a year and is always documented.

s. If needed, sharps boxes will be used for the disposal of needles. Parents obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this school will be stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.

t. If a sharps box is needed on an off-site or residential visit, a named member of staff will be responsible for its safe storage and return to a local pharmacy or to school or the pupil's parent.

u. When required, collection and disposal of sharps boxes will be arranged with the local authority's environmental services.

8. Bridstow School has clear guidance about record keeping for pupils with medical conditions.

Enrolment forms

a. Parents at this school 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.

Individual Health Care Plans

Drawing up Health Care Plans

b. 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. This information is generally supplied by the parent/carer.

c. Where healthcare professionals are involved a Healthcare Plan meeting will be held and a plan drawn up between the healthcare professional, parent, child (if appropriate) and named member of staff responsible for the setting up of such meetings (Rossanna Griffith). The Plan will then be reviewed annually or sooner should the child's need change.

Examples of complex health needs which may generate an Individual Health Plan following discussion with parents/carers, healthcare professionals and the school:

- ❖ diabetes
- ❖ cystic fibrosis
- ❖ Kidney failure
- ❖ Incontinence
- ❖ anaphylaxis
- ❖ severe asthma that has required a hospital admission within the last 12 months
- ❖ epilepsy with rescue medication

d. A copy of the Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of pupils with a long-term medical condition.

This is sent

- ❖ on enrolment
- ❖ after a diagnosis is first communicated to the school
- ❖ during transition planning
- ❖ after an annual review of the Plan

e. Bridstow School ensures that a relevant member of school staff is present (Rossanna Griffith/Fiona Turner), to help draw up an individual health plan for pupils with complex health or educational needs.

f. If a pupil has a short-term medical condition that requires medication during school hours, a medication giving form will be given to the pupil's parents to complete.

School Healthcare Plan Register

g. Healthcare Plans are used to create a centralised register of pupils with medical needs. An identified member of staff (Rossanna Griffith) has responsibility for the register at this school.

h. Rossanna Griffith or Fiona Turner will follow up with the parents any further details on a pupil's

Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

i. Parents/carers are regularly reminded, in the school's news letter, to update their child's Individual Health Care 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. Each Plan will have a review date.

j. Parents/carers have designated staff to direct any additional information, letters or health guidance to in order that the necessary records are altered quickly and the necessary information dealt with.

Storage and access to Healthcare Plans

k. Parents and pupils at this school are provided with a copy of the pupil's current agreed Healthcare Plan.

l. Healthcare Plans are kept in a secure central location at school.

m. Apart from the central copy, specified members of staff (agreed by the pupil and parents) securely hold copies of pupils' Healthcare Plans. These copies are updated at the same time as the central copy.

n. 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.

o. This school ensures that all staff protects pupil confidentiality.

p. This school seeks 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.

q. The information in the Individual Health Plan will remain confidential unless needed in an emergency.

Use of Healthcare Plans

Healthcare Plans are used by this school to:

- ❖ inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care
- ❖ identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of common triggers
- ❖ ensure that all medication stored at school is within the expiry date

- ❖ ensure this school's local emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency

Consent to administer medicines

s. 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. A separate form is sent to parents for pupils taking short courses of medication.

t. 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.

u. If a pupil requires regular/daily help in administering their medication then the school outlines the school's agreement to administer this medication on the pupil's Healthcare Plan. The school and parents keep a copy of this agreement.

Residential visits/School trips

v. Parent/carers are contacted by Rossanna Griffith shortly before overnight or extended day visit. A meeting will be held to discuss the pupil's medical needs during the trip. If needed RG will contact the relevant healthcare professional and ask them to supply an additional care plan or if appropriate one will be written by the parent and RG. This additional care plan provides essential and up-to-date information to relevant staff and school supervisors to help manage their condition while they are away. This additional care plan will include information about medication not normally taken during school hours.

w. All additional care plans are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. These are accompanied by a copy of the pupil's Healthcare Plan.

x. 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 and in the morning if required.

Other record keeping

y. This school keeps an accurate record of each occasion an individual pupil is given or supervised taking 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.

z. All school staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. This school holds training on common medical conditions once a year. All staff attending receives 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 receives training. This school keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

This school risk assesses the number of first aiders it needs and ensures that the first aiders are suitably trained to carry out their responsibilities.

9. Bridstow 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

a. We are committed to providing a physical environment that is accessible to pupils with medical conditions.

b. Pupils with medical conditions are included in the consultation process to ensure the physical environment at this school is accessible.

c. Our 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

d. Our 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.

e. Our school ensures the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits.

f. All staff at this school is aware of the potential social problems that pupils with medical conditions may experience. Staff uses this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.

g. Staff uses 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

h. Here at Bridstow we understand the importance of all pupils taking part in sports, games and activities.

i. Our school seeks to 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.

j. Our school seeks to 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.

k. Teachers and sports coaches are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities.

l. Our 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.

m. our school seeks to ensure all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.

n. Here at Bridstow School we ensure all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Education and learning

o. 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.

p. If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at this school understand that this may be due to their medical condition.

q. 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.

r. Our school ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum.

s. Pupils at this school learn how to respond to common medical conditions.

Residential visits

t. This school understands that there may be additional medication, equipment or other factors to consider when planning residential visits. This school considers additional medication and facilities that are normally available at school. A separate care plan is always written to support any residential visit. Rossanna Griffith will contact the relevant healthcare professionals and parents/carers, arrange a meeting and draw up the plan.

Risk assessments

u. Risk assessments are carried out by this school prior to any out-of-school visit and medical conditions are considered during this process. Factors this school considers include: how all pupils will be able to access the activities proposed how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.

10. Bridstow 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.

- a. This school is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.
- b. School staff is updated on medical conditions. This update includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions.
- c. The school has a list of common triggers for the common medical conditions at this school.
- d. Written information about how to avoid common triggers for medical conditions has been provided to all relevant school staff.
- e. This school uses Healthcare Plans to identify individual pupils who are sensitive to particular triggers.
- f. Full health and safety risk assessments are carried out on all out-of-school activities before they are approved, including residential visits, taking into account the needs of pupils with medical conditions.

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

- a. This school works 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.
- b. The following roles and responsibilities are used for the medical conditions policy at this school. These roles are understood and communicated regularly.

Governors have a responsibility to:

- ❖ ensure the health and safety of their staff and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips
- ❖ ensure health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions
- ❖ make sure the medical conditions policy is effectively implemented, monitored and evaluated and regularly updated
- ❖ ensure that the school has robust systems for dealing with medical emergencies and critical incidents (see Herefordshire's Critical Incidents Guidelines), at any time when pupils are on site or on out of school activities.

- ❖ provide indemnity for staff who volunteer to administer medication to pupils with medical conditions.

The 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
- ❖ ensure the policy is put into action, with good communication of the policy to all staff, parents/carers and governors
- ❖ ensure every aspect of the policy is maintained
- ❖ assess the training and development needs of staff with Rossanna Griffith and check arrangements for them have been met
- ❖ ensure that if the oversight of the policy is delegated to another member of staff, at present this being Rossanna Griffith, that the reporting process forms part of their regular meetings
- ❖ monitor and review the policy at least once a year, with input from governors, parents/carers, staff and external stakeholders
- ❖ report back to governors about implementation of the medical conditions policy.
- ❖ ensure through consultation with the governors that the policy is adopted and put into action.
- ❖ ensure all supply teachers and new staff know the medical conditions policy

All Bridstow School's staff has a responsibility to:

- ❖ 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 schools registered first aiders and where assistance can be sought in the event of a medical emergency
- ❖ understand the school's medical conditions policy
- ❖ know which pupils in their care have a medical condition/complex health need and be familiar with the content of the pupil's Healthcare Plan
- ❖ allow all pupils to have immediate access to their emergency medication
- ❖ maintain effective communication with parents including informing them if their child has been unwell at school
- ❖ ensure all pupils who need medication 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 are allowed to take it when needed.
- ❖ follow universal hygiene procedures if handling body fluids

- ❖ ensure that pupils who present as unwell should be questioned about the nature of their illness, if anything in their medical history has contributed to their current feeling of being unwell, if they have felt unwell at any other point in the day, if they have an Individual Health Plan and if they have any medication. The member of staff must remember that while they can involve the pupil in discussions regarding their condition, they are in loco parentis and as such must be assured or seek further advice from Rossanna Griffith or Fiona Turner if they are in doubt as to the child's health, rather than take the child's word that they feel better.

Teaching staff at Bridstow 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, in liaison with the Assistant SENCO (Rossanna Griffith)
- ❖ liaise with parents, the pupil's healthcare professionals, Assistant SENCO 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.

School nurse or school healthcare professional has a responsibility to:

- ❖ help provide updates for staff in managing the school's medical conditions policy at the schools request
- ❖ provide information about where the school can access other specialist training.
- ❖ update Individual Health Plans in liaison with appropriate school staff and parents/carers

First aiders have an additional responsibility to:

- ❖ give immediate, appropriate help to casualties with injuries or illnesses
- ❖ when necessary ensure that an ambulance or other professional medical help is called.
- ❖ Ensure that they are trained in their role as First Aider or Paediatric First Aid.

Assistant Special Educational Needs Coordinator at this school has an additional responsibility to:

- ❖ ensure the school's medical condition policy is put into action, maintained and updated
- ❖ know which pupils have a medical condition and which have special educational needs because of their condition
- ❖ ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- ❖ be aware that medical conditions can affect a pupil's learning and ensure that extra help or support is provided when pupils need it
- ❖ liaise between all interested parties including pupils, school staff, welfare officers, teaching assistants, school nurses, parents, governors, the school health service, the local authority, transport service, and local emergency care services

- ❖ ensure pupils who have been unwell catch up on missed schoolwork
- ❖ ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or course work.

Specialist healthcare professionals caring for pupils who attend Bridstow School have a responsibility to:

- ❖ complete the pupil's Healthcare Plans by liaising with parents, Assistant SENCO and relevant staff.
- ❖ provide the school with information and advice regarding individual children and young people with medical conditions (with the consent of the pupil and their parents)
- ❖ understand and provide input in to the school's medical conditions policy.

Pupils have a responsibility to:

- ❖ treat other pupils with and without a medical condition equally
- ❖ tell their parents, teacher or nearest staff member when they are not feeling well
- ❖ let a member of staff know if another pupil is feeling unwell
- ❖ treat all medication with respect
- ❖ know how to gain access to their medication in an emergency
- ❖ ensure a member of staff is called in an emergency situation.

Parents/Carers of a child at Bridstow School have a responsibility to:

- ❖ tell the school if their child has a medical condition or complex health need
- ❖ ensure the school has a complete and up-to-date Healthcare Plan for their child
- ❖ ensure that the school has full emergency contact details for them
- ❖ inform the school, in writing, about the medication their child requires during school hours
- ❖ inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- ❖ tell the school about any changes to their child's medication, what they take, when, and how much
- ❖ 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 catches up on any school work they have missed
- ❖ ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- ❖ if the child has complex health needs, ensure their child has a written Individual Health Plan for school and if necessary an asthma management plan from their doctor or specialist healthcare professional to help their child manage their condition.

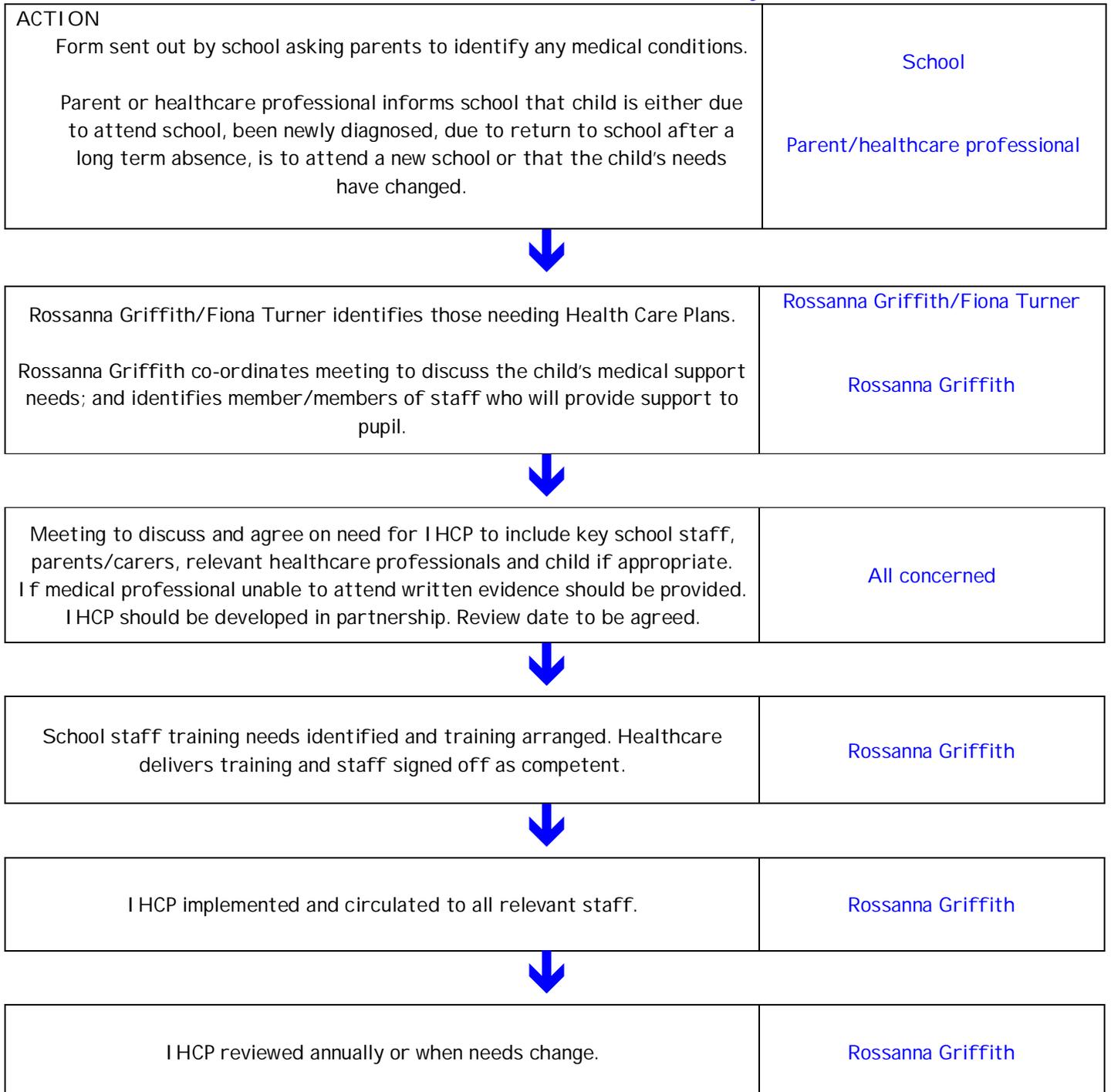
12. Bridstow School's medical conditions policy is regularly reviewed evaluated and updated.

- a. Bridstow School's medical condition policy is reviewed, evaluated and updated every year in line with the school's policy review timeline.
- b. New Department for Children, Families and Schools and Department of Health guidance is actively sought and fed into the review.
- c. The views of pupils with various medical conditions are actively sought and considered central to the evaluation process.
- d. In evaluating the policy, this school seeks feedback on the effectiveness and acceptability of the medical conditions policy with a wide-range of key stakeholders within the school and health settings.

These key stakeholders include:

- ❖ pupils
- ❖ parents
- ❖ school nurse and/or school healthcare professionals
- ❖ head teacher
- ❖ teachers
- ❖ assistant special education needs coordinator
- ❖ first aiders
- ❖ all other school staff
- ❖ local health professionals
- ❖ school governors.

Medical Conditions Information Pathway



Bridstow Primary School Parental Consent for Administration of Medicines (September 2014)

Name of my child:

My child's teacher:

Class:

Name of my GP:

Name of Medicine to be given and any special storage instructions:	When? (eg, lunchtime, after food, when wheezy, before exercise):	How much? (eg half a teaspoon, 1 tablet, 2 drops):	Route? (eg by mouth or in each ear):	What is the last date and time this medicine will need to be given?
<p>Was this medicine prescribed by the GP? Yes/No</p> <p>Brief description of illness: (eg ear-ache)</p>				

Please tick **ONE** of the following:

- my child can administer his/her own medicine **OR**
- my child requires supervision to administer his/her medicine **OR**
- my child requires assistance in administering his/her medicine

I request that the treatment be given in accordance with the above information by a member of staff. I understand that it may be necessary for this treatment to be carried out during educational visits and other out of school activities, as well as on the school premises.

I undertake to supply the school with the drugs and medicines in the original labelled containers, provided by the Dispensing Chemist.

I accept that whilst my child is in the care of the school, staff are in the position of the parent and may need to arrange any medical aid considered necessary in an emergency. If this happens, I will be told of any such action as soon as possible. I can be contacted via the following during school hours:

Your Name (Please print):

Contact telephone number (you must guarantee we can contact you immediately during the days we are administering medicine, in case of any problems):

Signed: Date:

