



SUPPORTING PUPILS WITH MEDICAL NEEDS POLICY



Wood Bank School
From strong roots we grow and blossom

Policy Ratified	March 2023
Review Date	March 2025
Signed (Headteacher)	
Signed (Chair of Governors)	

Philosophy

Wood Bank School is an inclusive community that welcomes and supports pupils with a variety of medical conditions. We are committed to providing a physical environment accessible to pupils with complex medical needs. Wood Bank School has a school nurse on site throughout the school day.

We will help to ensure that children with medical conditions can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic wellbeing once they have left school.

The named member of school staff responsible for the medical conditions policy and its implementation is: Nicola Crowther (Acting Headteacher)

Procedures/Practice

At Wood Bank School we:

- Ask parents if their child has any medical conditions at transition meetings and on our admission form prior to entry.
- Are aware that medical conditions of pupils can adversely affect the child's quality of life and can impact on their ability to concentrate and thus learn.
- Try to ensure that the children with medical conditions have the same opportunities and access to activities.
- Fully understand that children are individuals and that children with the same condition may have different needs.
- Recognise that duties in the Children and Families Act, the Equality Act 2010 relate to children with disability or medical conditions are anticipatory.
- Train staff to administer specific medication to ensure pupils can access out of school activities such as school trips, choir, swimming, rebound therapy and walks around the local community.
- Will ensure that when a child is attending an inclusion link or educational visit that they are accompanied by a trained member of staff.
- Carry out risk assessments for any out of school activity, taking into account the medical needs of children.
- Ensure that a familiar member of staff will accompany a child if they need to attend hospital by ambulance until their parent arrives.
- Understand the importance of all pupils taking part in physical activity and differentiate lessons to ensure accessibility.
- Ensure that staff are aware of emergency procedures for a child with medical needs following training by our school nurse.

- Ensure that school staff are aware of the medical conditions in school and understand their duty of care to pupils in an emergency. Staff will be trained by our school nurse.
- Each child who has a medical condition will have an individual healthcare plan. They will record the support that is needed. Information for the IHP will be gathered from parents, school staff, school nurse and relevant healthcare services. They will be reviewed annually and more frequently where deemed necessary. These plans are kept in the Nurse's Office in her medical notes and are available to all staff upon request.
- Seek and record parental permission so that their child's IHP can be shared with emergency care settings.
- An identified member of staff will be responsible for maintaining the register of IHPs.
- The policy will be shared with visiting professionals.

ROLE OF THE SCHOOL NURSE

The school nurse will:

- Only administer medication where there is a parent's written consent.
- Liaise with parents before administering pain relief, unless written in the home/school book or on Class Dojo, checking time and dosage given.
- Not give aspirin to any child under the age of 16 unless prescribed by GP or consultant.
- Maintain a register of when a child receives their medication, how much and who administered it. The entry will be signed. NHS medication guidelines will be followed.
- Keep controlled drugs stored securely but accessible. Staff other than the school nurse can only administer controlled drugs to a pupil once they have had training.
- The school nurse will arrange the disposal of needles and other sharps in line with local authority procedures.
- Ensure that medication will be stored, labelled in its original container and in date. The exception to this is insulin and epi-pen which must be in date but will generally be supplied in an insulin injector pen or a pump.

TRAINING

At Wood Bank School we ensure that:

- Staff are aware of the medical conditions at the school.

- The Head teacher and school nurse will ensure that staff are aware of pupils who have medical conditions.
- Staff in each class are trained in what to do in an emergency for the pupils in their class. This training is refreshed annually by the school nurse.
- There are several members of staff who have had training to administer specific medication such as buccal midazolam, epi-pen and inhalers in addition to the school nurse.
- There are sufficient numbers of staff trained in administering specific medication to cover absence, inclusion links and out of school trips.
- Together with the school nurse that training can be offered to home-school transport staff in administering specific medication and the safe transport of medications via the red bags
- Training in gastrostomy feeding provided – theory and practical.

PARENTS/CARERS

The role of parent/carer is to:

- Inform school if their child's needs and/or emergency contact details change
- Ensure that medication is sent to school in the original pharmacy labelled container which is in date.
- Receive all medication/ equipment at the end of each term and provide new and in-date medication at the start of each term.

Responsibilities for Leading, Monitoring & Evaluating

SLT & SCHOOL NURSE

- It is the responsibility of the Senior Leadership Team and School Nurse to ensure that the stakeholders of this policy namely parents, school staff and Governors are informed of the Medical Conditions Policy through clear channels and that the philosophy and practice outlined within this policy is understood and reflected in the daily practice of all those working within our school community

GOVERNORS

- The school's Governing Body will ensure that there is the appropriate level of insurance and liability cover in place.

Related Legislation/Documentation/Policies

This policy relates to the following;

- Supporting Pupils at School With Medical Conditions (2014)

