Shotton Hall Primary School  
Working together to  
S H I N E  
Successful, Happy, Inspired and Nurtured towards Excellence  

MEDICAL NEEDS POLICY

Reviewed and Amended:  10.6.15  
Ratified by the governing body on  25.6.15  
Next Review:  term 2b 2016  
Signed A.M.Boyd  HT  
   C Barclay  COG

Shotton Hall Primary is an inclusive school that aims to support and welcome pupils with medical conditions. Shotton Hall Primary understands 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. Shotton Hall Primary aims 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

Pupils with medical conditions are encouraged to take control of their condition where appropriate. Pupils feel confident in the support they receive from the school to help them do this. Shotton Hall Primary aims to include all pupils with medical conditions in all school activities.

Our school ensures all staff understand their duty of care to children and young people in the event of an emergency. All staff feel confident in knowing what to do in an emergency.

Shotton Hall Primary understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood. The medical needs policy is supported by a clear communication plan for staff, parents and students to ensure its full implementation.

Parents are informed about the medical conditions policy:

- At the start of the school year when communication is sent out about healthcare plans.
- In the school newsletter at intervals in the school year.
- When their child is enrolled as a new pupil.
- Via the school’s website.
- First Aid trained staff understand and are trained in what to do in an emergency.

First Aid trained staff are aware of the most common serious medical conditions at this school. Staff at Shotton Hall understand their duty of care to pupils in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent. This may include
administering medication. First Aid trained staff who work with groups of pupils at this school know what to do in an emergency for the pupils in their care with medical conditions.

All staff know what action to take in the event of a medical emergency. This includes:

- How to contact emergency services and what information to give.
- To contact a first aid member of staff.

If a pupil needs to be taken to hospital, a member of staff will accompany them if parents are unavailable or school will ask parent to meet ambulance at casualty. Staff should not take pupils to hospital in their own car.

The school has clear guidance on the administration of medication at school (see policy). All pupils at this school with medical conditions have easy access to their emergency medication. Shotton Hall Primary understands the importance of medication being taken as prescribed. All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so.

All staff 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. Shotton Hall Primary has clear guidance on the storage of medication at school. All non-emergency medication is kept in a lockable cupboard in the first aid room. Pupils with medical conditions know where their medication is stored and how to access it. Staff ensure that medication is only accessible to those for whom it is prescribed.

The SENCo, and school nurse along with the parents of pupils with medical conditions will ensure children have an Individual Healthcare Plan in place. This will record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Parents are regularly reminded to inform the school nurse if their child has a medical emergency or if there have been changes to their symptoms, or their medication and treatments change. This is to ensure the healthcare plans can be updated accordingly.

Safe disposal:
Parents are asked to collect out of date medication. If parents do not collect out of date medication, medication is taken to a local pharmacy for safe disposal. The First Aid Leader is 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.

Shotton Hall Primary ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures appropriate adjustments and extra support are provided. Staff are aware of the potential for pupils with medical conditions to have special educational needs & disabilities (SEND). The school’s SENCo consults with the pupil, parents and pupil’s healthcare professional to ensure the effect of the pupil’s condition on their schoolwork is properly considered.

Each member of the school and health community knows their roles and responsibilities in maintaining an effective medical conditions policy. This school works in partnership with all interested and relevant parties including all school staff, parents, employers and community healthcare professionals to ensure the policy is planned, implemented and maintained successfully.
Headteacher

At Shotton Hall Primary the headteacher 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.
- Liaise between interested parties including pupils, school staff, special educational needs coordinator, teaching assistants, school nurses, parents and governors.
- Ensure the policy is put into action, with good communication of the policy to all.
- Ensure every aspect of the policy is maintained.
- Ensure information held by the school is accurate and up to date and that there are good information sharing systems in place using pupil’s healthcare plans.
- Ensure pupil confidentiality.
- Assess the training and development needs of staff and arrange for them to be met.
- Ensure all supply staff and new teachers know the medical conditions policy.
- Update the medical policy at least once a year according to review recommendations and recent local and national guidance and legislation.

All school staff

All staff at Shotton Hall Primary have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- Understand the medical policy.
- Know which pupils in their care have a medical condition.
- Allow all students 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 pupils who carry their medication with them have it when they go on a school visit or out of the classroom.
- 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.

Teaching staff

Teachers at this school have a responsibility to:

- Ensure any 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.
- Liaise with parents, the pupil’s healthcare professional and special educational needs coordinator if a pupil is falling behind with their work because of their condition.
First aiders at this school have a responsibility to:
- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school.
- When necessary ensure that an ambulance or other professional medical help is called.

Special educational needs coordinator.
SENCo has a responsibility to:
- Help update the school’s medical condition policy.
- Know which pupils have a medical condition and which have special educational needs because of their condition.
- Implement medical care plans and ensure they are reviewed regularly.

Local doctors and specialist healthcare professionals.
Individual doctors and specialist healthcare professionals caring for students who attend this school, have a responsibility to:
- Where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours.
- Ensure the child or young person knows how to take their medication effectively.
- Ensure children and young people have regular reviews of their condition and their medication.
- 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).

Pupils
The pupils at this school 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
The parents of a pupil at this school have a responsibility to:
- Tell the school if their child has a medical condition.
- Ensure the school has a complete and up-to-date Healthcare plan for their child.
- Inform the school about the 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 medication is within expiry dates.
• Keep 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.

**Monitoring**

The effectiveness of the policy will be monitored in line with the school’s monitoring and reviewing of school policy procedures.