



Lune Valley Federation of Hornby St Margaret's and Leck St Peter's Church of England Primary Schools

Medical Conditions Policy Summary

This summary outlines the principles upon which the school's medical conditions policy is based and what our responsibilities are. It is not a replacement for the full, detailed policy document which contains important detail, advice and suggestions for recording what we do.

At Lune Valley Federation schools, we are an inclusive community that aims to support and welcome pupils with medical conditions. We aim to provide all pupils with all medical conditions the same opportunities as others at school.

We will do this by ensuring:

- That 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.;
- The school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood;
- The school understands the importance of medication being taken as prescribed;
- All staff understand the common medical conditions that affect children at this school. This school allows adequate time for staff to 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 (IHP);

Policy Guidelines:

1. Our school is an inclusive community that aims to support and welcome pupils with medical conditions (refer to pg1 of Policy).
2. The medical conditions policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation (refer to pg 2 of Policy).
3. Relevant staff understand and are updated in what to do in an emergency for the most common serious medical conditions at this school (refer to pg 2 of Policy).
4. The school has clear guidance on the administration of medication at school and uses Individual Health Plans (refer to pg 3 of Policy).
5. This school has clear guidance on the storage of medication at school (refer to pg 4 of Policy).
6. This school has clear guidance about record keeping for pupils with medical conditions (refer to pg 6 of Policy).
7. 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 (refer to page 10 of Policy).
8. Our school is aware of the triggers that can make medical conditions worse or can bring on an emergency. The school is actively working towards reducing these health and safety risks. (refer to pg 11 of Policy).
9. Each member of the school and health community knows their roles and responsibilities in maintaining an effective medical conditions policy (refer to page 11 of Policy).
10. The medical conditions policy is regularly reviewed evaluated and updated. (refer to page 14 of Policy).

Our Responsibilities:

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 the schools health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions and reviewed annually;
- 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 at any time when pupils are on site or on out of school activities.

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;
- 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;
- ensure that if the oversight of the policy is delegated to another senior member of staff ensure that the reporting process forms part of their regular supervision/reporting meetings;
- monitor and review the policy at regular intervals, with input from governors, parents/carers, staff and external stakeholders;
- report back to governors about implementation of the health and safety and medical conditions policy;
- ensure through consultation with the governors that the policy is adopted and put into action.

All school staff *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;
- call an ambulance in an emergency;
- understand the school's medical conditions policy;
- know which pupils in their care have a complex health need and be familiar with the content of the pupil's Individual Health Plan;
- know the schools registered first aiders and where assistance can be sought in the event of a medical emergency;
- know the members of the schools Critical Incident Team if there is a need to seek assistance in the event of an emergency;
- maintain effective communication with parents/carers including informing them if their child has been unwell at school;
- ensure 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 these can have on pupils;
- ensure that all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in;
- ensure that pupils have the appropriate medication or food 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 a registered first aider if they are in doubt as to the child's health, rather than take the child's word that they feel better;

Teaching staff *have an additional responsibility to also:*

- ensure pupils who have been unwell have the opportunity to 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 SENCO;
- liaise with parents/carers, special educational needs coordinator 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 healthcare professional *has a responsibility to:*

- help provide regular updates for school staff in managing the most common medical conditions at school at the school's request;
- provide information about where the school can access other specialist training;
- update the 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 is called;
- ensure they are trained in their role as First Aider;
- it is recommended that first aiders are trained in paediatric first aid.

Special educational needs coordinator *has the additional responsibility to:*

- ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or coursework.

Pupils *have a responsibility to:*

- behave towards other pupils with and without a medical condition equally;
- tell their parents/carers, 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 *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 Individual Health Plan if their child has a complex health need;

- inform the school about the medication their child requires during school hours and complete form 2a;
- inform the school/provider 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;
- ensure that the school has full emergency contact details for them;
- 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;
- have completed/signed all relevant documentation including form 3a and the Individual Health Plan if appropriate.

This policy was agreed by the Board of Governors of The Lune Valley Federation of Leck St Peter's & Hornby St Margaret's C of E Schools on: 29th February 2024

The scheduled review date of this policy is: February 2026

Signed:

(On behalf of the Governing Body)

Date: