

**Marshland High School**



**MANAGING MEDICAL CONDITIONS  
POLICY**

**Approved February 2017**

**Marshland High School is an inclusive community that welcomes and supports students with medical conditions.**

We provide all students with any medical condition 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 wellbeing once they leave school

**Marshland High School makes sure 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.

We understand that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.

We understand the importance of medication and care being taken as directed by healthcare professionals and parents.

## Policy

Our policy describes how we can meet the needs of children and young people with medical conditions and disabilities.

**Marshland High School is an inclusive community that supports and welcomes students with medical conditions.**

- We are welcoming and supportive of students with medical conditions. We provide children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other students. 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.
- We will listen to the views of students and parents.
- We understand that all children with the same medical condition will not have the same needs.
- We recognise that duties in the Children and Families Act (England only), the Equality Act (England, Wales and Scotland) and the Disability Discrimination Act (Northern Ireland only) relate to children with disability or medical conditions is anticipatory.

**All staff are aware in what to do in an emergency for children with medical conditions at this school.**

- All students' medical conditions are recorded on SIMS.
- All staff have access to Medical information, emergency procedures, signs and symptoms information through:
  - SIMS
  - Emergency Procedure Flowchart
  - Signs and Symptoms Awareness Posters
  - Individual Healthcare Plan (IHP)
  - Student Profile (SP)
  - Medical Awareness Pack within the cover folder for temporary or supply staff.

**Marshland High School has clear guidance on providing care and support and administering medication at school.**

- We understand the importance of medication being taken and we 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 as necessary.
- We will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies.
- Our governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- We will not administer medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances
- We will make sure that a trained member of staff is available to accompany a student with a medical condition on an off-site visit, including overnight stays, where necessary.
- Parents of students at Marshland High School understand that they should let the school know immediately if their child's needs change.
- If a student misuses their medication, or anyone else's, their parent is informed as soon as possible and our disciplinary procedures are followed.

**Marshland High School has clear guidance on the storage of medication and equipment at school.**

- Students may carry their own emergency medication and/or equipment once these has been approved by school and documented on an IHP.
- Students should know exactly where to medication/equipment.
- Students can carry a maximum of 1 day's personal use of any Over the Counter medication. EG, paracetamol, lemsip, ibuprofen
- The school will keep all controlled drugs stored securely, but accessibly during the school day, with only named staff having access.
- We will make sure that all medication is stored safely, and that students with medical conditions know where they are at all times and have access to them immediately.
- We will store medication that is provided by parents/guardians that is in date and labelled in its original container where possible, in accordance with its instructions.
- Parents are asked to collect all medications and/or equipment at the end of the school term, and to provide new and in-date medication at the start of each term.
- The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.

- We will dispose of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.
- Staff who require controlled drugs / medication during the school day must ensure that it is kept in a locked drawer, in the staffroom or held in their vehicle.

**Marshland High School has clear guidance about record keeping.**

- Parents at this school are asked if their child has any medical conditions on the enrolment form.
- We use an IHP and SP to record the support an individual student needs around their medical condition. The IHP is developed with the student (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.
- We have a centralised register of IHPs, and an identified member of staff has the responsibility for this register.
- IHPs are regularly reviewed, at least every year or whenever the student's needs change.
- The student (where appropriate) parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for the students in their care.
- We make sure that the student's confidentiality is protected.
- We seek permission from parents before sharing any medical information with any other party. An accurate record of all medication administered, including the dose, time, date and supervising staff is held.
- Marshland High School makes sure that all staff providing support to a student, where necessary, have received suitable training and ongoing support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the student's IHP.

This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence, and this school keeps an up-to-date record of all training undertaken and by whom.

**Marshland High School ensures that the whole school environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.**

- We are committed to providing a physical environment accessible to students with medical conditions and students are consulted to ensure this accessibility. This school is also committed to an accessible physical environment for out-of-school activities.
- We make sure the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- All staff are aware of the potential social problems that students with medical conditions may experience and use this knowledge, alongside the school's 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.

- We understand that all relevant staff are aware that students should not be forced to take part in activities if they are unwell. They should also be aware of students who have been advised to avoid/take special precautions during activity, and the potential triggers for a student's medical condition when exercising and how to minimise these.
- We make sure that students 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 student's medical condition.
- We will not penalise students for their attendance if their absences relate to their medical condition, provided this is supported by medical evidence.
- Marshland High School will refer students with medical conditions who are finding it difficult to keep up educationally to the SENDCO who will liaise with the student (where appropriate), parent and the student's healthcare professional.
- We make sure that a risk assessment is carried out before any out-of-school visit, including educational placements. The needs of students 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.

### **Marshland High School is aware of the common triggers that can make common medical conditions worse or can bring on an emergency.**

- We are 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. We have a list of the triggers for students with medical conditions.
- The IHP details an individual student's triggers and details how to make sure the student remains safe throughout 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 students with medical needs.
- We review all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

### **Emergency situations**

- Where a student has an individual healthcare plan, this should clearly set out what constitutes an emergency for that student and what to do, including ensuring all relevant staff are aware of emergency symptoms and procedures.
- If a medical situation arises with a student who does not have an individual healthcare plan, for example they become ill or are involved in an incident which causes them injury, a member of staff who is trained in first-aid should administer first-aid appropriately and assess whether or not the student requires further medical treatment.
- For any student, if the student requires further medical treatment, but the condition is not urgent enough to call an ambulance, the student's parents/carers should be contacted. They will normally be asked to take their child to the doctor or hospital so that they can be there to give permission for treatment as appropriate. If the parent/carer is not available, the first-aider may decide to call an ambulance, in which case a member of staff will go to hospital and stay with the student until the parent/carer is able to get to the hospital.

- If the situation is deemed to be urgent or life-threatening, the school may call an ambulance immediately and contact the parents/carers to meet their child at the hospital. A member of staff should go to the hospital until the parent/carer arrives.
- Staff should always call an ambulance in the following circumstances:
  - In the event of a serious injury or illness;
  - In the event of any significant head injury;
  - In the event of a period of unconsciousness;
  - Whenever there is the possibility of a fracture;
  - In the event that the first-aider does not consider that they can adequately deal with the presenting condition by the administration of First Aid or if they are unsure of the correct treatment.

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

- Marshland High School works in partnership with all relevant parties including the student (where appropriate), parent, school's governing body, all school staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

**The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year.**

- In evaluating the policy, this school seeks feedback from key stakeholders including students, 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 students with medical conditions are central to the evaluation process.

\*The term 'parent' implies any person or body with parental responsibility such as a foster parent, carer, guardian or local authority.

Abbreviations:            IHP - Individual Healthcare Plan  
                                       SP - Student Profile

The best people to contact this year at Marshland High School for managing medical needs:

Senior TA – Medical Conditions	Ms H Dawson
SENDCO	Miss R Curtis
Head Teacher	Mrs E Dormor
SENDCO Governor	Mr J Hill