



ST. JOHN'S WALHAM GREEN CE PRIMARY SCHOOL
MEDICAL CONDITIONS POLICY

Filmer Road, Fulham, London, SW6 6AS
Telephone: 020 7731 5454
Headteacher - Ms Barbara Wightwick
Chair of Governors – Ms Nicky Scott-Knight

Date Ratified:	Frequency of Review:	Next Review Date:
	Annually	July 2022

Introduction

This policy is provided in accordance with the Children and Families Act 2014 and relates to children and young people with medical conditions. This policy has been written with due regard to the:

- Children and Families Act 2014
- *Supporting pupils at school with medical conditions*, DfE, April 2014

Contacts

Special Educational Needs Co-ordinator (SENCO):	Link Governor:
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1. Aims and Objectives of Provision at St John's School

St. John's is an inclusive community that aims to support and welcome pupils with medical conditions. St. John's aims 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.

At St. John's we ensure all our staff understand their duty of care to children and young people in the event of an emergency so that all our staff are confident in knowing what to do in an emergency. At St. John's we understand that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood. We understand the importance of medication being taken as prescribed. Our staff understand the common medical conditions that affect children at our school. They receive training on the impact medical conditions can have on pupils.

2. Identifying Pupils with medical needs

Enrolment forms

At St. John's, parents are asked if their child has any health conditions or health issues on the Enrolment Form and accompanying Health Questionnaire from the borough. These forms are also sent to parents of new pupils starting at other times during the year. In addition, a data collection sheet is sent out to parents annually to note any changes of information, including medical information.

Once a form has been returned, it is checked by the Senior Administrative Officer and any medical needs are brought to the attention of the SENCO and School nurse.

The school then sends out a letter (**Appendix 1**) inviting parents to contribute to the individual Healthcare Plan development. Parents will either be given a copy of the Individual Healthcare plan format and invited to a meeting at the school to fill in the form with the school nurse, SENCO or other named member of staff and any relevant healthcare professionals, or the form will be filled in with the parent via telephone.

3. Individual Healthcare plans (IHCPs)

Drawing up a Healthcare Plan

At St. John's we use Healthcare Plans 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.

A 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:

- at the start of the school year
- at enrolment
- when a diagnosis is first communicated to the school.
- If any updates or additional medical information is communicated to school

If a pupil has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent to the pupil's parents to complete.

The parents, healthcare professional, pupil with a medical condition and relevant member of staff help draw up a Healthcare Plan for pupils with complex healthcare or educational needs. The responsible member of staff follows 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. The views of pupils with various medical conditions are actively sought and considered central to the evaluation process

A flow chart for identifying and agreeing the support a child needs and developing an individual healthcare plan is provided in **Appendix 2**.

Please see **Appendix 3** for an example of an individual Healthcare Plan

Use of Healthcare Plans

Healthcare Plans are used by St. John's to:

- inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care
- remind pupils with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times
- 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
- remind parents of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

Review of Healthcare Plans

At St. John's we review healthcare plans on an annual basis. This is usually done in September or throughout the year if there is evidence that the child's needs have changed. The plan is reviewed in partnership with parents, the school nurse (if necessary), the SENCO or other named adult and any relevant healthcare professionals. The review date is recorded on the IHCP.

4. Storage and access to Healthcare Plans

At St. John's, parents are provided with a copy of the pupil's current agreed Healthcare Plan. All Healthcare Plans are kept on the school's secure server where all staff have access.

All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care. 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.

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.

This school seeks permission from the pupil and parents before sharing any medical information with any other party, such as when a pupil takes part in a work experience placement.

St. John's school ensures that all our staff protect pupil confidentiality.

5. Training

St. John's is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.

The School's staff have been given training on medical conditions. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions. Whole school awareness training is done in the following areas annually:

- Anaphalaxis and its triggers
- Administering an auto-injector, e.g. epipen
- Common signs of an asthma attack and use of asthma pumps
- Emergency procedures

This school uses Healthcare Plans to identify individual pupils who are sensitive to particular triggers. Anaphalaxis, asthma, diabetes and epilepsy help posters are displayed prominently in the staffroom and classrooms.

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.

The school reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to this school's policy and procedures are implemented after each review.

6. Storage of medication at St. John's School

Safe storage – emergency medication

- Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. Medication is kept in individual clearly labelled, transparent boxes in the school office. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.

Safe storage – non-emergency medication

- All non-emergency medication is kept in a secure place. 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.

Safe storage – general

The identified member of staff who ensures the correct storage of medication at school is Ms Jackie Smith.

- All controlled drugs are kept in a locked cupboard and only named staff have access, even if pupils normally administer the medication themselves. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available and

clearly labelled in the classroom and not locked away.

- Three times a year the identified member of staff, Ms Jackie Smith, checks the expiry dates for all medication stored at school. The expiry dates are clearly on display in the school office.
- The identified member of staff, Ms Jackie Smith, 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.
- All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- Medication is stored in accordance with instructions, paying particular note to temperature.
- Some medication for pupils at this school 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, inaccessible to unsupervised pupils or lockable as appropriate.
- All medication is sent home with pupils at the end of the school year. Medication is not stored in summer holidays.
- It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

Safe disposal

- Parents at this school are asked to collect out-of-date medication.
- 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.
- A named member of staff 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 and is always documented.
- Sharps boxes are 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 are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.
- If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy or to school or the pupil's parent.

7. Record keeping

School Healthcare Plan register

Healthcare Plans are used to create a centralised register of pupils with medical needs. The School Administrative Officer and SENCO have responsibility for the register at this school.

The responsible member of staff follows 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.

Ongoing communication and review of Healthcare Plans

Parents are regularly reminded to update their child's Healthcare 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.

Every pupil with a Healthcare Plan at this school has their plan discussed and reviewed at least once a year. This may be over the telephone for more common conditions, or in person at the request of school staff, or parents. Parents can request the support or advice of the school nurse at any point, through the SENCo.

Consent to administer medicines

If a pupil requires regular 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.

Parents of pupils with medical conditions at this school are all asked at the start of the school year on the Healthcare Plan if they and their child's healthcare professional believe the child is able to manage, carry and administer their own emergency medication.

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. Only Mrs Sheila Baxter and Ms Jackie Smith are trained to administer medication.

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. The agreement is kept with the Healthcare Plan in the file in the school office.

Other record keeping

At St. John's we keep an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, dosage, 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.

St. John's holds training on common medical conditions once a year. All staff attending receive a certificate confirming the type of training undertaken. A log of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff are in receipt of training.

All school staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. The school keeps a register of staff who have had the relevant 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. Currently these staff members are Mrs Sheila Baxter and Ms Jackie Smith.

Parents will always be informed if their child has been unwell at school.

8. Emergency procedures

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
- who to contact within the school
- to contact parents after the emergency services have been called

Training is refreshed for all staff at least once a year. Action to take in a general medical emergency is displayed in prominent locations for staff, including the school office, classrooms, kitchens and the staff room. See **Appendix 4**.

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.

9. Sharing information

St. John's has a commitment that all relevant staff will be made aware of the child's condition. 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 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 St. John's
- through school-wide communication about results of the monitoring and evaluation of the policy
- all supply and temporary staff are informed of the policy and their responsibilities by the School Administrative Officer, Mrs Shelia Baxter on arrival at school.
- Allergy information and dietary requirements are put up on display in the dining room server. This includes a photo of the child and a list of what they must not eat. This is updated by Ms Jackie Smith.

10. Visit or Trips

Non-residential

We take the following precautions:

- Prior to any trip or activity the class teacher will have visited the site and carried out a risk assessment.
- Parents will be involved in drawing up any plan for the trip so as to make it accessible for the child and reasonable adjustments will be made.
- Any medicines agreed in the Healthcare plan will be taken on every school trip or visit and be held by the member of staff responsible for the child.
- The medicine will be readily available at every moment.
- All adults on the trip will be made aware of any medical conditions and who the responsible adult is for the child.

Residential visits

We follow the following procedures:

- Parents are sent a residential visit form to be completed and returned to school shortly before their child departs for an overnight or extended day visit. This form requests up-to-date information about the pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours.
- All residential visit forms 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.
- The 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 or in the morning if required.
- The residential visit form also details what medication and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away.

11. Education Health Care Plans (EHCPs) and Healthcare plans

Where a child has a special educational need identified in a statement or EHC plan, the individual healthcare plan is linked to or becomes part of that statement or EHC plan, as agreed by parents and professionals.

12. Infectious diseases protocol

At St. John's we use the 2016 Government, Public Health England advisory document 'Guidance on infection control in Schools and other Childcare settings' to prevent the transmission of infectious diseases between pupils and staff.

This document is available here:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/522337/Guidance_on_infection_control_in_schools.pdf

When a child presents with symptoms associated with any of the conditions contained within this document, we follow the advice regarding time recommended away from school and advise parents to seek further medical support as suggested.

If a child presents with symptoms of measles, German measles, Slapped Cheek or Chickenpox, all staff are notified by email to ensure that pregnant staff members are aware, to avoid contact. In extreme circumstances, staff may change class or role, temporarily, until a potentially infectious child has been collected.

A copy of the government guidance document may be requested from the school office.

13. Roles and responsibilities

At St. John's we know that supporting a child with a medical condition during school hours is not the sole responsibility of one person and we know that a partnership between school staff, healthcare professionals, parents and pupils is critical.

The following roles and responsibilities are used for the medical conditions policy at St. John's. These roles are understood and communicated regularly.

Governing Body

- ensure the health and safety of their employees 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 monitored and evaluated and regularly updated
- report to parents, pupils, school staff and the local authority about the successes and areas for improvement of this school's medical conditions policy
- provide indemnity for staff who volunteer to administer medication to pupils with medical conditions.

Head teacher

- 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 coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents, governors, the school health service, the local authority transport service, and local emergency care services
- ensure the policy is put into action, with good communication of the policy to all
- ensure every aspect of the policy is maintained
- ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using pupils' Healthcare Plans
- ensure pupil confidentiality
- assess the training and development needs of staff and arrange for them to be met
- ensure all supply teachers and new staff know the medical conditions policy
- delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register
- monitor and review the policy at least once a year, with input from pupils, parents, staff and external stakeholders
- update the policy at least once a year according to review recommendations and recent local and national guidance and legislation
- report back to all key stakeholders about implementation of the medical conditions policy.

All school staff

- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- understand the school's medical conditions policy
- know which pupils in their care have a medical condition 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 pupils who carry their medication with them 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.

School nurse

- help update the school's medical conditions policy
- consult on IHCPs as required
- help provide regular training for school staff in managing the most common medical conditions at school
- provide information about where the school can access other specialist training.

First aider

- give immediate help to casualties with common injuries or illnesses and those arising from when necessary ensure that an ambulance or other professional medical help is called.

SENCO (Special educational needs coordinator)

- help update the school's medical condition policy
- oversee and update Healthcare Plans
- know which pupils have a medical condition and which have special educational needs because of their condition
- ensure that all staff know the medical conditions, triggers and what to do in an emergency
- 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.

Teaching staff

- 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
- liaise with parents, the pupil's healthcare professionals, 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.

Parents

- notify 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 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
- ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

14. Complaints Procedure

Any queries or complaints about St. John's Walham Green CE Primary School can usually be resolved by an informal discussion with the class teacher. If further investigation is needed, the complaint can be taken to a member of the Senior Management Team. If no resolution is found, the complaint will be taken to the Headteacher, who will record the complaint and look into the matter further. A deadline of ten working days is set for replying to the complaint. If the Headteacher is unable to resolve the matter, it will be passed to the Chair of Governors and then to the Local Education Authority. In the case of the secular curriculum or religious education, the matter is passed to the Diocesan Board.

Summary:

1. Informal meeting with the class teacher.
2. Formal meeting with a member of the Senior Management Team.
3. Formal meeting with the Headteacher
4. Letter to the Chair of Governors
5. Involvement of the Local Education Authority or Diocese

15. Evaluating Success of the Policy

This policy will be reviewed on an annual basis. The process of review will involve the SENCO, the Governors and the Headteacher. Review of the policy will take into account:

- The success of the school at including students with medical conditions.
- Stakeholder feedback.
- Any recommendations from Ofsted or the LA about improving practice.

- Any factual changes, such as names of personnel.

Appendix 1

Letter inviting parents to contribute to the individual healthcare plan development

Dear Parent

DEVELOPING AN INDIVIDUAL HELATHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupils needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual healthcare plan has been scheduled for XX/XX/XX. I hope this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite any other medical practitioner, healthcare professional or specialist to provide any other evidence you would like us to consider at the meeting, as soon as possible.

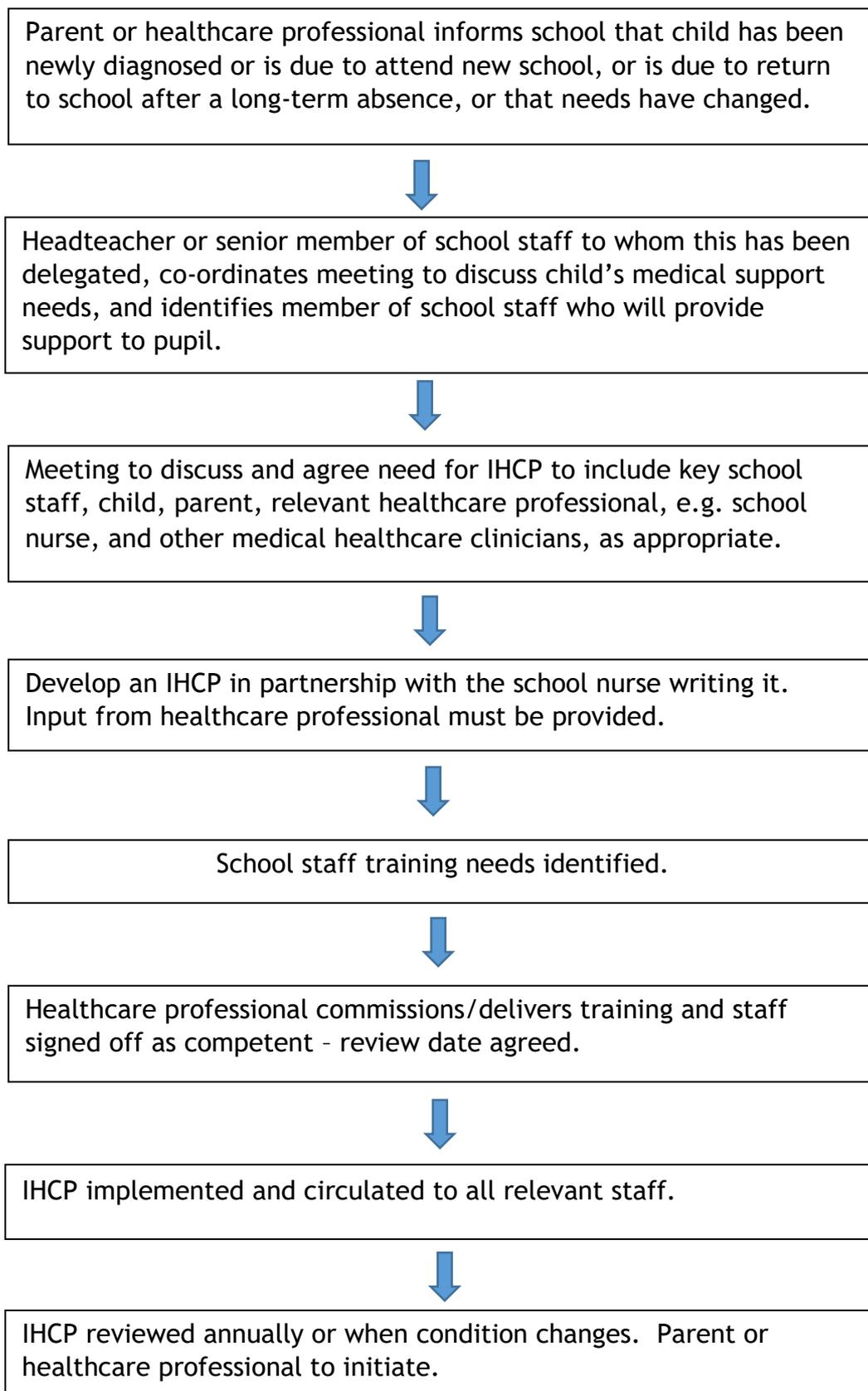
If you are unable to attend, it would be helpful if you could complete the attached individual healthcare template and return it, together with any relevant evidence, for consideration at the meeting.

Please do contact me if you need any further information.

Yours sincerely

Appendix 2

Model process for developing individual healthcare plans



Appendix 3

Individual healthcare plan example (IHCP)

HEALTH CARE PLAN

DATE OF PLAN: September 2020

DATE OF REVIEW: September 2021

MEDICAL CONDITION:

Name of pupil: Date of birth:	Name and contact details of parent/carer:
GP name and contact details:	Triggers for medication:
Details of medication to be administered in school Name: Dosage: Frequency:	In an emergency I give consent for my child to receive a generic reliever inhaler / epi pen (delete as appropriate) Yes No Signed: Date:
Emergency action if not responded to medication:	

I have discussed this health care plan with a healthcare representative from the school and am satisfied that it reflects the needs of my child's health care needs in school.

Signature of parent / carer:

Date:

Health care plan completed by:

Date:

Appendix 4



Contacting the Emergency Services

Dial 999, ask for an ambulance and be ready with the following information

1. Your telephone number. 0207 731 5454
2. Give your location as follows:

St. John's School Filmer Road London SW6 6AS
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3. Give exact location in the school of the person needing help.
5. Give your name.
6. Give the name of the person needing help.
7. Give a brief description of the person's symptoms (and any known medical condition).

8. Inform ambulance control of the best entrance and state that the crew will be met at this entrance and taken to the pupil.
9. Don't hang up until the information has been repeated back to you.
10. Ensure a copy of the Healthcare plan goes to the hospital.

Speak clearly and slowly