

CLAVERHAM COMMUNITY COLLEGE

MEDICAL CARE POLICY

(DRAFT)

September 2014

AIMS

Claverham Community College is an inclusive community that welcomes and supports pupils with medical conditions.

The College provides all pupils with any medical condition the same opportunities as others at school.

We will help to ensure that all pupils can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution to our community
- achieve economic wellbeing

Our aim is for all staff to understand the medical conditions that affect pupils at this school and to make all staff feel confident in knowing what to do in an emergency.

The College understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.

The College understands the importance of medication and care being taken as directed by healthcare professionals and parents.

The College undertakes to try to ensure that all staff understand their duty of care to children and young people in the event of an emergency.

Staff at the College receive training on the impact medical conditions can have on pupils. This is done on a rotational basis, working through the most common conditions experienced in schools.

The named member of school staff responsible for this Medical Care Policy and its implementation is Mr T Stainfield

Policy framework

This policy framework describes the essential criteria demonstrating how the College can support the needs of children and young people with medical conditions.

Claverham Community College is welcoming and supportive of pupils with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other pupils. No child will be denied admission or prevented from taking up a place at this school because arrangements for their medical condition have not been made.

Our aim is for staff to understand the medical conditions of pupils at this school and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.

Our aim is for all staff to understand their duty of care to children and young people and know what to do in the event of an emergency.

The College understands that all children with the same medical condition will not have the same needs.

The College will listen to the views of pupils and parents in determining the support needed by individual pupils.

Our aim is that pupils and parents feel confident in the care they receive from this school and happy that the level of that care meets their needs.

The College and local health community understand and support the medical care policy.

The College recognises 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) which relate to children with disability or medical conditions are anticipatory.

1. **Claverham Community College's Medical Care Policy is drawn up in consultation with a range of key stakeholders within both the College and other health settings.**

Stakeholders include pupils, parents, the school nurse, school staff, and governors.

The Medical Care Policy is supported by a clear communication with staff, parents and other key stakeholders to ensure its full implementation.

Pupils, parents, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical care policy through clear communication channels. This is through our regular newsletters and the College website.

2. **Our aim is for all staff to understand and be trained in what to do in an emergency involving a child with medical conditions at this school.**

Our aim is for all staff, to be aware of the medical conditions at Claverham Community College and understand their duty of care to pupils in an emergency.

Our aim is for all staff to receive training in what to do in an emergency and have refresher training throughout their time at the school.

All children with a serious medical condition at the College have a Healthcare Plan (HCP), which explains what help they need in an emergency. The HCP will accompany a pupil should they need to attend hospital.

3. **Our aim is for all staff to understand and be trained in the College's general emergency procedures.**

Our aim is for all staff to know what action to take in an emergency and receive updates.

If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car.

4. **Claverham Community College has clear guidance on providing care and support and administering medication at school.**

Claverham Community College understands the importance of medication being taken and care received as detailed in the pupil's HCP.

The College 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. The College will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies.

Claverham Community College staff will not give medication (prescription or non-prescription) to a child without a parent's written consent except in exceptional circumstances, and every effort will be made to encourage the pupil to involve their parent, while respecting their confidentiality.

When administering medication, for example pain relief, this school will check the maximum dosage and when the previous dose was given. Parents will be informed. Staff from the College will not give a pupil under 16 aspirin unless prescribed by a doctor. Claverham Community College will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.

Parents of pupils at the College understand that they should let the College know immediately if their child's needs change.

If a pupil misuses their medication, or anyone else's, their parent is informed as soon as possible and the College's disciplinary procedures are followed.

5. Claverham Community College has clear guidance on the storage of medication and equipment at school.

The College aims to make sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities. Pupils may carry their emergency medication with them if this is appropriate.

Pupils may carry their own medication/equipment if appropriate or they should know exactly where to access it. There are limitations to this. It is restricted to diabetic equipment, Epipens and asthma inhalers. Any variation to this would have to be agreed with the school.

This school will keep controlled drugs stored securely, but accessibly, with only named staff having access. Staff at this school can administer a controlled drug to a pupil once they have had specialist training.

The College will make sure that all medication is stored safely, and that pupils with medical conditions know where their medication is at all times and have access to medication when required from reception.

The College will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. 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.

The College disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely. They are collected and disposed of in line with Local Authority procedures.

6. Claverham Community College has clear guidance about record keeping.

Parents at the College are asked if their child has any medical conditions on the Admissions form.

The College uses an HCP to record the support an individual pupil needs around their medical condition. The HCP is developed with the pupil (where appropriate), parent, College staff, specialist nurse (where appropriate) and relevant healthcare services.

The College has a centralised register of HCPs, and an identified member of staff has the responsibility for this register.

HCPs are regularly reviewed, at least every year or whenever the pupil's needs change.

The pupil (where appropriate) parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the HCP. Other College staff are made aware of and have access to the HCP for the pupils in their care.

The College makes sure that the pupil's confidentiality is protected.

The College seeks permission from parents before sharing any medical information with any other party.

Staff from the College meet with the pupil (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. The severity of the condition will determine the level of consultation. This is recorded in the pupil's HCP which accompanies them on the visit.

The College keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.

The College endeavours to ensure that all staff providing support to a pupil 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 pupil's IHP. This should be provided by the specialist nurse, school nurse or other suitably qualified healthcare professional or the parent. The specialist nurse, school nurse or other suitably qualified healthcare professional will confirm their competence, and the College will keep an up-to-date record of all training undertaken and by whom.

7. Claverham Community College 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.

Claverham Community College is committed to providing a physical environment accessible to pupils with medical conditions in conjunction with the Local Authority and pupils are consulted to ensure this accessibility. The College is also committed to an accessible physical environment for out-of-school activities.

There may be limiting factors due to the nature of our site and the age of our buildings, but access arrangements will be thoroughly investigated by the Local Authority and practical adjustments will be made where possible.

Claverham Community College makes sure the needs of pupils 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 pupils with medical conditions may experience and use this knowledge, alongside the College's bullying policy, to help prevent and deal with any problems. Staff use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.

Claverham Community College understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out-of-school clubs and team sports.

The College understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid or take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.

The College makes sure that pupils 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 College staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. The College will not penalise pupils for their attendance if their absences relate to their medical condition.

Claverham Community College will refer pupils with medical conditions who are finding it difficult to keep up educationally to the Local Authority Flexible Education Support Service (FLESS) who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional. Where possible intervention strategies to support the pupil's education will also be implemented at the school, co-ordinated by the Head of House.

Pupils at Claverham Community College learn what to do in certain types of emergency. First Aid is part of the Year 9 curriculum.

Claverham Community College makes sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of pupils 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. The HCP details an individual pupil's triggers and details how to make sure the pupil 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 pupils with medical needs.

The College reviews all medical emergencies and incidents to see how they could have been avoided, and changes are made to College policy according to these reviews.

8. **Each member of the College and health community knows their roles and responsibilities in maintaining and implementing an effective Medical Care Policy.**

Claverham Community College works in partnership with all relevant parties including the pupil (where appropriate), parent, College's Governing Body, all College staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

9. **The Medical Care Policy is regularly reviewed.**

This policy has been based around the Diabetes UK model policy.