



MEDICAL POLICY STATEMENT

This school is an inclusive community that welcomes and supports pupils with medical conditions.

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

- The 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.
- This school understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood.
- This school understands the importance of medication and care being taken as directed by healthcare professionals and parents.
- All staff understand the medical conditions that affect pupils at this school. Staff receive training on the impact medical conditions can have on pupils.
- The named member of school staff responsible for this medical conditions policy and its implementation is: Mrs. Celia Wright (Head teacher).

POLICY FRAMEWORK

The policy framework describes the essential criteria for how the school can meet the needs of children and young people with long-term medical conditions.

1) Sunningdale is an inclusive community that supports and welcomes pupils with medical conditions.

Sunningdale 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 in this school because arrangements for their medical condition have not been made.

- We listen to the views of pupils and parents.
- Pupils and parents feel confident in the care they receive from this school and the level of that care meets their needs.
- Staff 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.
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- The whole school and local health community understand and support the medical conditions policy.
- Sunningdale understands that all children with the same medical condition will not have the same needs.
- The school 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) relate to children with disability or medical conditions and are anticipatory

- 2) Sunningdale School's medical conditions policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings.**

Stakeholders should include pupils, parents, school nurse, school staff, Governors, the school employer, relevant local health services and relevant supporter organisations.

- 3) The medical conditions policy is supported by a clear communication plan for 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 conditions policy through clear communication channels.

- 4) All children with a medical condition should have an individual healthcare plan that has been written by health professionals involved in their care.**

- An individual healthcare plan details exactly what care a child needs in school, when they need it and who is going to give it.
- Some children with the most complex medical needs have a more detailed individual health care plan. It includes information on the impact any health condition may have on a child's learning, behaviour or classroom performance.
- This should be drawn up with input from the child (if appropriate) their parent/carer, relevant school staff and healthcare professionals, ideally a specialist if the child has one.

- 5) All staff understand and are trained in what to do in an emergency for children with medical conditions at this school.**

- All school staff, including temporary or supply staff, are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency.
- All staff receive training in what to do in an emergency and this is refreshed at least once a year.
- A child's Emergency Health Care Plan should, explain what help they need in an emergency. The Plan will accompany a pupil should they need to attend hospital.

- 6) All staff understand and are trained in the school's general emergency procedures.**

- All staff, including temporary or supply staff, know what action to take in an emergency and receive updates at least yearly.
- 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. Staff will only take pupils to hospital in their own car in extreme emergencies.

- 7) Sunningdale has clear guidance on providing care and support and administering medication at school.**

- The school understands the importance of medication being taken and care received as detailed in the pupil's IHP.

- We will make sure that there is more than one member of staff who has been trained to administer medication and meet the care needs of children. This includes escort staff for home to school transport if necessary. We will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies.
- When administering medication, for example pain relief, this school will check the maximum dosage and when the previous dose was given.
- Staff 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 at this school understand that they should let the school know immediately if their child's needs change.
- If a pupil misses medication, or anyone else's, their parent is informed as soon as possible.

8) Sunningdale has clear guidance on the storage of medication and equipment at school.

- We 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.
- This school will make sure that all medication is stored safely, and that relevant staff know where they are at all times and have access to them immediately.
- The school 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.
- All medications/equipment will be sent home at the end of the school term, and parents will provide new and in-date medication at the start of each term.
- The school disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school. They are collected and disposed of in line with local authority procedures.

9) The school has clear guidance about record keeping.

- Parents are asked if their child has any medical conditions on the admission form.
- The school uses an IHP to record the support an individual pupil needs around their medical condition. The IHP is developed with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services. For children with the most complex medical needs a more comprehensive plan is put together.
- IHPs 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 IHP. Other school staff are made aware of and have access to the IHP for the pupils in their care.
- The school makes sure that the pupil's confidentiality is protected.
- The school seeks permission from parents before sharing any medical information with any other party.
- The school meets 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. This is recorded in the pupil's IHP which accompanies them on the visit.

- The school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
- The school makes sure that all staff providing support to a pupil and other relevant teams 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/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.

10) The 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.

- Sunningdale is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. This school is also committed to an accessible physical environment for out-of-school activities.
- The school 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 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.
- The school 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.
- Sunningdale 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/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.
- Staff make sure that pupils have the appropriate medication/equipment/food with them during physical activity.
- The school 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 school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. This school will not penalise pupils for their attendance if their absences relate to their medical condition. However we encourage parents to send their child to school wherever possible as we have trained and experienced staff that can provide appropriate support to deal with a range of medical conditions.
- Pupils at this school learn what to do in an emergency.
- The school 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.

11) The school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating health and safety risks and has a written schedule of reducing specific triggers to support this.

- Sunningdale is committed to identifying and reducing triggers both at school and on out-of-school visits.
- The IHP 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.
- This school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

12) Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), this school will work with the local authority and education provider to ensure that the child receives the support they need to reintegrate effectively.

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

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

- The school works in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing body, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
- This school is committed to keeping in touch and providing support with a child when they are unable to attend school because of their condition. We have a bespoke experienced member of staff who undertakes 'home' visits.

14) Administration of medication

School Nurse

There is a designated school nurse on site for the majority of the school day, who can cover many of the medical procedures, but the school feels it is most essential that relevant staff are trained in specific procedures, to facilitate the ongoing needs of the children on a day to day basis.

Training

This is provided as required before any child with a new procedure / condition is admitted, or when a child's needs change. Training is arranged between the school's CPD lead and school nurses.

A record is kept in school office/CPD lead and with school nurses to show which staff are trained/updated in which procedures and the dates of trainings.

Medication is given (as necessary) under agreed individual protocols, or as part of the standard school procedures.

Emergency Asthma Inhalers (Reliever - blue coloured)

Staff take responsibility for the inhaler and its use. These are stored safely and securely in the emergency medication cupboard in the medical room. The key is readily available at all times.

Protocols

Any child who requires emergency procedures (eg Diazepam, Midazolam, Epipen, Paraldehyde etc.) has an emergency health care plan which is written by their consultant/nurse and agreed by the person with parental responsibility. The plan must be carried with the child at all times.

Suction Machines

Children each carry their own portable suction machine with them at all times, no matter where they may be.

Procedures

Medication must be sent into school with an adult in the prescribed container. The prescription label must be in good condition showing child's name, instructions and expiry date if appropriate. If there is any doubt, school will contact parent/carer by telephone. A consent form/medical update form will be sent home with the child at the beginning of each school year to be completed and returned to school, in addition forms will be given to all new pupils when starting at Sunningdale School. If a child is prescribed short term medication eg antibiotics 4 times a day it can be administered in school when the consent form is completed by the parent/carer. This medication will be returned home on a daily basis with an adult/escort.

Enteral Feeds

For children who require enteral feeds, a feeding plan is obtained from the dietician. The feed is sent in either daily or in bulk and kept in accordance with manufacturer's instructions. Spare equipment is housed in the medical room.

Housing of Medication

All medication is kept in 1 locked cupboard and a lockable fridge in the medical room. When medication is received into school it is given to school nurse or appropriately trained staff. All medication is returned home at the end of the summer. All medication to be handed directly from transport staff/parents to school staff not via the child.

Record Keeping

There is a standard form for the documentation and administering of all medication. A signature (in ink) is always recorded to show that medication has been given. This also applies to inhalers.

Emergency Procedure (medical or accidents)

For life threatening and / or severe injury the 'Code Blue Procedure' will be followed (see attached procedure)

For non- life threatening health issues and less severe injuries, School nurse, or the First-aiders will be called. Parents will be notified by telephone, letter, or home/school diary, as appropriate.

Emergency Medication to and from school in taxis

All emergency medication carried within home/school transport is transferred adult to adult and is signed for on handover and receipt by each involved party.

First Aiders

There are three officially trained staff paid as First Aiders in school, who will be called upon if a child needs attention.

Miss S Alderson, Miss R Ferris and Mrs. G Wallace.

There are also officially trained Paediatric First Aiders in school, who will be called upon if a child needs attention in Early years and the Pre-School Provision.

The list of trained staff is logged with the DHT. Training updates are organised re identified schedule.

First Aid Boxes

First Aid Boxes are housed in various locations throughout school:

1 large - Office.

1 large box - Technology room.

1 Medium - Hydro

1 Medium - Corridor 4 Bathroom

1 Medium - SENHUB

1 small box - Dining hall

1 Small - Corridor 3 Bathroom

1 Small - Corridor 2 Bathroom.

1 Small - in each Mini bus.

1 Small - Outreach Services

These boxes are checked regularly by Miss Alderson and refilled as necessary.

Out of School Visits

Medication which is required during the trip is carried safely by an adult in a designated bag. The teacher in charge will have located the nearest A & E in the event of an

emergency. There is always a trained adult with children who may require emergency medication.

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

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