



Sunningdale School

Supporting Pupils with Medical Conditions Policy 2024–25

This policy guidance is based on the Key Points set out in the statutory guidance *Supporting pupils at school with medical conditions*:

- Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
- Governing bodies must ensure that arrangements are in place in schools to support pupils at school with medical conditions.
- Governing bodies should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

Principles

Sunningdale 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.

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.

- 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 Supporting Pupils with Medical Conditions Policy is drawn up with reference to or in light of guidance from 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 (e.g. *Administration of Medicines in Sunningdale and Portland Academy by Nurses Employed by South Tyneside and Sunderland NHS foundation trust: Standard Operating Procedure*).

3) The Supporting Pupils with 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 such as the school's website and via relevant Continuing Professional Development and Learning opportunities and staff briefings.

4) All children with a medical condition should have an Individual Healthcare Plan (IHP) that has been written by health professionals involved in their care.

- An Individual Healthcare Plan (IHP) 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.
- 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.
- The Individual Health Care Plan may be in the form of guidance from a Health Care professional (such as a paediatric consultant). This is to ensure that it is consistently kept up to date.

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.
- Code Blue procedures are displayed in all classrooms/ offices. It is the responsibility of each class teacher to ensure this is in place in their room.

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 Individual Health Care Plan.

- 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 supporting training of taxi escort staff for home to school transport, if requested and necessary (although this is not the responsibility of the school).
- 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 residential (overnight) stays.
- Parents of pupils at this school should let the school know immediately if their child's needs change.
- If a pupil misses part or all of their medication their parent is informed as soon as possible.

8) Sunningdale School has a clear approach to 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 know how to 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 and Information Sharing Protocols.

- Parents are asked if their child has any medical conditions on the admission form.
- The school uses an Individual Health Care Plan (IHP) to record the support an individual pupil needs around their medical condition.
- The Individual Health Care Plan is developed with the pupil (where appropriate), parents, 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.
- The Individual Health Care Plan may be in the form of guidance from a Health Care professional (such as a paediatric consultant). This is to ensure that it is consistently kept up to date.
- Individual Health Care Plans 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 Individual Health Care Plan. Other school staff are made aware of and have access to the Individual Health Care Plan for the pupils in their care.
- Where appropriate some pupils have an Emergency Health Care Plan. This must be carried with them at all times and handed to a medical professional/ paramedic in an emergency.
- 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 Individual Health Care Plan 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 Individual Health Care Plan. 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.

- Sunningdale is committed to identifying and reducing triggers both at school and on out-of-school visits.
- The Individual Health Care Plan 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 Continuing Professional Development (CPD) lead and school nurses.

A record is kept by the administrative team/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. The inhalers are not to be locked away and are stored within the classrooms.

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 e.g. antibiotics 4 times a day it can be administered in school when the consent form is completed by the parent/carer. The consent form covers the child for the whole school stay, including short term medications.

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

Pupil's controlled drugs/ medications for use in school are held in a secure cupboard in the school's nurses office/ treatment room. Some medications are kept refrigerated in a lockable fridge in this room.

Pupil's emergency medication linked to conditions such as epilepsy that is used by their transport providers as they travel to and from school is also kept in school during the school day. These are kept individually in small green nylon medication/ first aid bags marked with a white cross and labelled with the pupil's name. These are referred to in school as the pupil's 'Emergency Travel Pack'. These are then collectively stored in a locked case which is kept in a lockable cupboard inside the school office.

Record Keeping

The school has standardised forms for accepting and administering medications. 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 is always overseen by a colleague who will 'double sign' to confirm the pupil, medication, dose. 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-aider 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. For signing medication in and out of the building:

When receiving travel medications, refills or new medications from parents and/ or transports school staff signs the 'Emergency Travel Pack Sign In log' to state that they have taken the Emergency Travel Pack.

This is then handed to the identified HLTA overseeing transition checks its contents is correct against a checklist: this includes the pupil's name, the drug and its expiry date. They then sign an 'Emergency Medication Sign In Sheet' to confirm the contents are correct.

First Aid

Staff undergo periodic training in:

- First Aid at Work
- Emergency First Aid
- Paediatric First Aid

These are identified via signage placed in every classroom and municipal room in the school.

First Aid Equipment

First aid boxes are kept in the:

- School Office – holds main first aid box and walking kits
- Bat Bathroom
- SEN HUB
- Sound Room
- PE Cupboard (in main Hall)
- Hydro
- Food Tec room
- School Nurse –

- School Shop –
- (Both) school mini buses

These boxes are checked regularly by an identified member of staff and refilled as necessary.

They contain only approved equipment, together with guidance on the treatment of injured people. They also contain latex gloves, which must be used for first aid treatment, particularly if blood is present. This is to eliminate the risk of HIV virus infection.

For the supervising of an out-of-school visit there is a first aid satchel available – staff must ensure that this is taken on a trip and specific medical conditions taken into account. Paediatric first aid will be provided on all EYFS external visits. A member of class staff will have first aid training when on any class external visits.

The First Aid at Work trained staff with support from the Administrative team are responsible for monitoring and replenishing first aid boxes.

External 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.

Policy review

This policy will be reviewed and amended at least annually or sooner of significant changes occur.

Role	Name	Signature	Date
Policy Author (if not HT)			
Headteacher	J. Waller		November 2023
Chair of Governors	C. Stewart		November 2023
Reviewed		Changes/ Updates	

November 2024	J. Waller	No material changes due to no changes to 'Supporting pupils with medical conditions at school.' Date edits. First Aid trained staff lists removed but referred to as separate documents. Updated storage locations. Reference Documents Listed.
---------------	-----------	---

Appendices/ Reference Documents:

Supporting pupils with medical conditions at school

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>

'Administration of Medicines in Sunningdale and Portland Academy by Nurses Employed by South Tyneside and Sunderland NHS foundation trust: Standard Operating Procedure'.

Standard Operating Logs and Lists:

Code Blue Procedure

First Aider List

Paediatric First Aider List

First Aid At Work List

CPDL Training Matrix

Emergency Medication Sign In Log

Emergency Travel Pack Sign In/ Out Log

Administration of Emergency Medication Record

Administration of Finger Prick Record

Administration of Medication Record

Changing of Tracheostomy Tube Record

Feeds and Flushes Record

Medication Provided Record

Oral and Nasal Suction Record

Suction Machine Daily Safety Checks

Tracheostomy Daily Safety Checks

Tracheostomy Suction Record

