



MEDICAL CONDITIONS POLICY

Version 2.0

Review by People Committee:	28 th November 2016
Adopted by Governing Body:	20 th February 2017
Next Full Review Due:	Autumn 2019
Reviewer:	J. Foley
Governor Link:	Chair of People Committee

MEDICAL CONDITIONS POLICY

East Barnet School, Chestnut Grove, East Barnet, EN4 8PU

This policy has been developed in consultation with LA Health professionals and the guidance from the following organisations: The Anaphylaxis Campaign, Asthma UK, Diabetes UK, Epilepsy Action, and the Long Term Conditions Alliance.

A. Statement of Principle

1. East Barnet School is an inclusive community that aims to support and welcome students with permanent medical conditions and those who are subject to a temporary illness or injury. This means we see it as our responsibility to provide such students with the same opportunities offered to others by:
2. Making the school welcoming and supportive to students with medical conditions who currently attend and to those who may enrol in the future.
3. Making appropriate provision in order that all students have equal access to school facilities and a quality teaching and learning experience.
4. Encouraging and supporting students with medical conditions to take control of their condition and feel confident in the support they receive from the school to help them do this.
5. Including all students with medical conditions in all school activities as far as is practical and possible given their medical condition.
6. Working with the parents and carers of students with medical conditions so that they may feel secure in the care their children receive at this school.
7. Ensuring all staff understand their duty of care to students and procedures to follow in the event of an emergency.
8. Developing the confidence of all staff in knowing what to do in an emergency and are given regular opportunity to undertake basic first-aid Training with an accredited trainer.
9. Communicating the understanding to the whole school community that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
10. Training all staff to understand the common medical conditions that affect children at this school and appreciate the impact this can have on students.
11. Promoting this Medical Conditions Policy and the School's 'Disability Equality Scheme' so that they are understood and supported by the whole school and local health community.

B. Requirements and Procedures

1. The school will employ a fulltime Student Welfare Officer (SWO) who will primarily attend to the welfare and medical needs of students, including the safe storage of medication as well as the administration of all the necessary paperwork relating to medical conditions.
2. During primary transition, all appropriate information relating to the medical conditions of year 6 into 7 students will be passed onto the SWO by the Director of Lower School so that special provision, where necessary can be made to accommodate that students' needs.
3. Any student who has an Education, Health and Care (EHC) Plan* with a specific element relating to a health issue will have a Healthcare Plan agreed with parents and relevant NHS Health Professionals.

** An EHC plan is the document which replaces Statements of special education needs and Learning Difficulties Assessments for children and young people with special education needs.*

4. Staff will be informed of students' medical conditions and how to accommodate them and deal with any form of emergency while in school.
5. The school will ensure that all medical information is kept confidentially in accordance with the school's Data Protection Policy.
6. All staff attending off-site visits will be made aware of any student with medical conditions and receive necessary Information and guidance as to what to do in an emergency.
7. All supply and temporary staff will be informed of the MC policy and their responsibilities.
8. Creating annual training opportunities for staff in basic first-aid via an accredited training organisation.
9. All fully trained first-aiders are identified on the staff notice-board and in the front office.
10. All staff are invited to undertake brief training via a health professional, in the administering of some medication, for example in the use of the Epi-pen.
11. The school keeps a register of all staff that have received first-aid training.
12. Where students have to self-administer a controlled drug, it is done so in the presence and under the supervision of the SWO or other named person
13. Where necessary the SWO will undergo the necessary training where specific training for administering medication is needed.
14. All controlled drugs are kept in a locked cabinet in the medical room.
15. In circumstances where the SWO is not available a first-aid trained member of staff will supervise the medical room.
16. When advised to do so by health professionals, students are reminded to carry their emergency medication with them at all times.
17. The preparation of food at EBS complies with the guidance as outlined by the Food Standards Agency (FSA) in the publication "Safer Food, Better Business for Caterers" relating to all food matters including: hygiene, nutrition and allergies.
18. Information about students with a medical condition is prominently displayed in the school kitchen, front office and staff-room.
19. The MC policy is signposted clearly on the school's website and school prospectus.

20. Secure Medical Area/Safe Storage of Medication

- 20.1. The school has a medical room which has secure storage for medication and refrigeration. This area is always has adult supervision.
- 20.2. All medication (emergency and non-emergency) is kept in a locked storage cupboard in the medical room.
- 20.3. Students who do not carry their own medication are made aware of where it is kept and understand the arrangements for accessing it.
- 20.4. All students who may need to administer or have access to their medication have a labelled container with photograph in which their medication is kept.
- 20.5. When necessary medication is kept refrigerated in the medical room.

- 20.6. The SWO will keep a record of stored medication and will inform parents/carers when such medication needs to be replenished or replaced (due to expiry of use by dates). This check is done three times per academic year.

21. Safe disposal

- 21.1. Parents/carers are asked to collect out-of-date medication.
- 21.2. Where out-of-date medication is not collected it is taken to a local pharmacy for safe disposal.
- 21.3. A sharps box is used for the collection of needles. The collection and disposal of sharps boxes is arranged through the LA's environmental services.

22. Record Keeping

- 22.1. Enrolment forms for EBS ask that a student's medical/health conditions are recorded.
- 22.2. EBS uses Healthcare Plans drawn up with parents/carers and healthcare professionals which outline each student's need along with triggers, symptoms and medication.
- 22.3. The SWO keeps a central record of all Healthcare Plans. The plans are kept securely in the medical room.
- 22.4. When necessary, a Healthcare Plan may well be sent with the student to hospital should they require to be taken to hospital in an emergency.
- 22.5. All Healthcare Plans are reviewed annually or as advised by healthcare professionals.
- 22.6. All accidents and injuries are recorded by the SWO on a Green Accident and Illness Report Form. An additional record is also kept for those students who require to be taken to hospital for treatment.

23. Consent to Administer Medicines

- 23.1. If a student requires regular prescribed or non-prescribed medication at school then parents/carers are asked to provide consent on the Healthcare Plan.
- 23.2. If a student is taking short course medication then a separate form is completed or written consent from the parents or carers must be submitted along with the medication in its original packaging.

24. School Trips and Residential Visits

- 24.1. As part of the EBS's Risk Assessment Policy the school, along with the student's parents/carers, will give consideration to the medical condition of the student in order to establish what reasonable provision needs to be made so that the student, whenever possible, can participate in organised school trips or residential visits. This will include consideration of physical need and the administering of medication. The Risk Assessment is recorded on the Risk Assessment form. Parental/carers permission will be in the form of written consent.
- 24.2. Where possible school trips will have a member of staff accompanying the trip who has at least basic first-aid training. Should the student be required to be administered medication then clear instructions will be issued to the 'identified responsible person'. Any self-administered medication will also be done under the supervision of the 'identified responsible person'.

25. Work Experience

A risk assessment will be carried out before any work experience placements are considered and consent and agreement of both the students and parents/careers will be sought.

26. The Physical Environment

- 26.1. The East Barnet School building complies with the Disability Discrimination Act 2005 and follows the recognised guidance such as BS8300. Any necessary alterations to the building will comply with the functional requirements of the Building Regulations.
- 26.2. All students and members of staff with mobility issues, either of a temporary nature or permanent medical condition have a lift key to enable access to all floors.
- 26.3. We provide appropriate technology to cater for those students and members of staff with a hearing impairment.

27. Social Interactions

- 27.1. East Barnet School ensures the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities including extended school activities.
- 27.2. All students are encouraged to participate in extracurricular school activities and school clubs.
- 27.3. The schools PSHEE/SRE programme includes raising awareness of medical conditions to help create a positive social environment

28. Exercise and Physical Activity

- 28.1. The school recognises the importance of all students taking part in sports, games and activities and all appropriate and reasonable provision is made by staff to make physical activity accessible to all students.
- 28.2. Students with a medical condition along with their parents/carers are consulted about any physical activity to determine what is appropriate and safe.
- 28.3. Staff are informed of any potential triggers for students medical conditions when they are involved in any sporting activity so that appropriate provision can be made.

29. Teaching and Learning

- 29.1. The school ensures that students with medical conditions (with or without SEN Statements) can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.
- 29.2. Teachers/Heads of Year at this school are aware of the potential for students with medical conditions to have special educational needs (SEN). The progress of students with medical conditions is monitored and if it is established that they are finding it difficult to keep up with their studies they are referred to the school's SENCO. The SENCO will then consult with the student, parents/carers and an appropriate healthcare professional to ensure the effect of the student's condition on their schoolwork is properly considered.
- 29.3. Teachers/HOY will support students who have missed school work due to their condition to catch up and provide extra support through liaising with parents/carers and health professionals.

30. This Medical Conditions Policy is regularly reviewed, evaluated and updated annually.

C. Associated Policies and Documents

1. Disability Equality Scheme
2. School Journeys & Visits Policy