



**Waterloo**  
Primary Academy

# Medical Conditions Policy

**Approved & Adopted:** October 2014

**Responsible Personnel:** SENCO

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## Introduction

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This policy is based upon the advice given in 'Supporting Children in School with Medical Conditions' (DfE 2014).

Waterloo Primary Academy is an inclusive community that welcomes and supports pupils with medical conditions. We provide all pupils with any medical condition the same opportunities as others in school.

We will help to ensure they can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic wellbeing once they have left school

Waterloo Primary Academy makes sure all staff understand their duty of care to children and young people in the event of an emergency.

Waterloo Primary Academy understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.

Waterloo Primary Academy 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. Where appropriate staff receive training on the impact medical conditions can have on pupils.

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

## Inclusivity

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

- Waterloo Primary Academy 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 all 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
- Waterloo Primary Academy will listen to the views of pupils and parents
- Pupils and parents feel confident in the care they receive from this school and that 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
- Waterloo Primary Academy understands that all children with the same medical condition will not have the same needs



## Implementation

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- 2. 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
  - Views of pupils, parents and relevant professionals are actively sought and are an integral part of Individual Health Care Plans
  - It is the parents responsibility to inform school if their child has a medical condition
  - If a child has sickness or diarrhoea, parents are asked to keep their child off school for 24hrs

## Emergencies

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- 3. 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
  - Staff working with children who have a medical condition requiring regular monitoring/administering of prescribed medicines (e.g. diabetes) receive training in what to do in an emergency and this is refreshed at least once a year.
  - Children with a medical condition, i.e. diabetes, have an Individual Health Care Plan, which explains what help they need in an emergency. This is written in consultation with relevant professionals, pupils and parents and will be updated at least once a year. (Unless requested by parents, children with asthma will not have an Individual Health Care Plan)
  - An Individual Health Care Plan contains information about an individual pupil's medical condition and details information about possible triggers. Where possible triggers are known school staff actively work towards reducing/eliminating these health and safety risks

## Procedures

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- 4. 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.
  - Pupils who sustain a head injury are reviewed by a First Aider in school. If a pupil has a visible wound, swelling, or adverse reaction, parents will be informed and are welcome to assess their child personally. Where there are no residual effects, the pupil can remain in school whilst being observed. A note is sent home to inform parents.



## Administering Medicines

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### 5. This school has clear guidance on providing care and support and administering medication at school.

- Waterloo Primary Academy understands the importance of medication being taken and care received as detailed in the pupil's Individual Health Care Plan
- Waterloo Primary Academy 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. This school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. This school's governing body has made sure that there is the appropriate level of insurance and liability cover in place
- Prescribed and over the counter medicines should only be brought into school when essential; that is, where it would be detrimental to a child's health if the medicine is not administered during the school day
- Waterloo Primary Academy will only administer medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber if they are presented in the original container dispensed by a pharmacist and include the pupil's name, with instructions for administration and dosage. It is now permissible for over the counter medicines to be administered to pupils by Waterloo staff if the medication is in the original packaging, within the expiry date, are clearly labelled with the child's name and there is written consent from the parent/carer. It is the responsibility of the parent/carer to inform school each morning of the last time medicine was administered. Waterloo Primary Academy will keep a record of all medicines administered by school
- Parents must bring the medication into school to personally hand over to a member of staff who will ensure the medication is put in a safe place, out of the reach of children. It is the parent/carers responsibility to collect the medication at the end of the school day.
- Parents are encouraged to and are allowed into school to administer medication if they so wish
- If a child refuses to take their medication this will be recorded and parents will be informed
- Waterloo Primary Academy 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
- A register is kept of all children with asthma. Children with asthma will not be taken out of school without their inhaler and/or other prescribed medicines. It is the parent's responsibility to ensure that an inhaler is provided and that it has not passed its expiry date
- There will be emergency inhalers available in school. Unless a parent puts into writing that they do not wish their child to be given an emergency inhaler, then one will be administered by a member of staff if needed. They are located in the school office, the first aid cabinet in Wendy's room and in the minibus.
- It is the parent's responsibility to let the school know immediately if their child's needs change



## Storage Medicines

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### 6. This school has clear guidance on the storage of medication and equipment at school.

- Waterloo Primary Academy makes 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, and is not locked away. Pupils may carry their emergency medication with them if they wish (i.e. inhaler) and it is appropriate.
- Pupils may carry their own medication/equipment, or they should know exactly where to access it
- Controlled drugs will be kept securely in school, 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
- Waterloo Primary Academy will make sure that all medication is stored safely, and that pupils with medical conditions know where they are at all times and have access to them immediately
- Waterloo Primary Academy 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 pump
- Parents are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term
- Waterloo Primary Academy will dispose of needles and other sharps in line with local policies. If needed, sharps boxes will be kept securely at school and will accompany a child on off-site visits. They will be collected and disposed of in line with local authority procedures

## Record Keeping

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### 7. This school has clear guidance about record keeping.

- Parents at this school are asked if their child has any medical conditions on the enrolment form
- Waterloo Primary Academy uses an Individual Health Care Plan to record the support an individual pupil needs around their medical condition. The Individual Health Care Plan is developed with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services
- Waterloo Primary Academy has a centralised register of Individual Health Care Plans, and the SENCo has the responsibility for the register
- Individual Health Care Plans are regularly reviewed, at least every year or whenever the pupil's needs change
- 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.
- Waterloo Primary Academy makes sure that the pupil's confidentiality is protected
- Waterloo Primary Academy seeks permission from parents before sharing any medical information with any other party
- Waterloo Primary Academy 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 a visit

- Waterloo Primary Academy keeps an accurate record of all medication administered, including the dose, time, date and supervising staff
- Waterloo Primary Academy makes sure 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 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

## Whole School Environment

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### **8. This 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.**

- Waterloo Primary Academy 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
- Waterloo Primary Academy 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 Anti-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
- Waterloo Primary Academy 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
- Waterloo Primary Academy 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 trigger for a pupil's medical condition when exercising and how to minimise these
- Waterloo Primary Academy makes sure that pupils have the appropriate medication/equipment/food with them during physical activity
- Waterloo Primary Academy 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 staff understand that frequent absences, or symptoms, may in some cases be due to a pupil's medical condition. This school will not penalise pupils for their attendance if it can be proven that their absences relate to their medical condition
- Waterloo Primary Academy will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCO who will liaise with the pupil (where appropriate), parents and the pupil's healthcare professional
- Pupils at this school learn what to do in an emergency



- Waterloo Primary Academy makes sure that a risk assessment is carried out before any out-of-school visit. 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
- Where appropriate school staff are trained and this training is updated annually or as required.
- Waterloo Primary Academy reviews all medical emergencies and incidents to see how they could have been avoided, and updates/changes school policy according to these reviews

## Roles and Responsibilities

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

- Waterloo Primary Academy works in partnership with all relevant parties including the pupil (where appropriate), parent/s, healthcare professionals, all school staff and anyone else that is appropriate to ensure that the policy is planned, implemented and maintained successfully.

Updated by W Gold, SENCO (18.04.24)

