



SUPPORTING STUDENTS WITH MEDICAL CONDITIONS

This policy is written in line with the requirements of:-

- Children and Families Act 2014
- SEN Code of Practice 2014
- The Special Educational Needs and Disability Regulations 2014
- Managing Medicine in Schools and Early Years Setting 2004
- The Care Standards Act 2000

Policy Statement

Malden Oaks is an inclusive community that aims to welcome and supports students with medical conditions. We provide all students the same opportunities, regardless of their medical conditions and seek the views of our students with medical needs on issues that may impact upon them.

We will help to ensure students with medical conditions can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic wellbeing once they leave school.

At Malden Oaks, we make sure all staff understand their duty of care to children and young people and feel confident in knowing what to do in an emergency. All staff understand the medical conditions that affect students at this school. Staff receive training on the impact medical conditions can have on students.

This school understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood and consequently the importance of medication and care being taken as directed by healthcare professionals and parents.



The named member of school staff responsible for this medical conditions policy and its implementation is: Ayse Osman, SENCo. The Medical Conditions Policy is reviewed, evaluated and updated annually.

This policy should be considered in conjunction with the following Malden Oaks policies:

- Equalities Policy
- Accessibility Plan
- Safeguarding Policy
- Medicine Policy

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. Malden Oaks is an inclusive community that aims to support and welcomes students with medical conditions.**
 - a) Malden Oaks is welcoming and supportive of students 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 students. No child will be prevented from taking up a place in this school because arrangements for their medical condition have not been made.
 - b) This school will listen to the views of students and parents.
 - c) students and parents feel confident in the care they receive from this school and the level of that care meets their needs.
 - d) Staff understand the medical conditions of students at this school and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.
 - e) All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
 - f) This school understands that all children with the same medical condition will not have the same needs.
 - g) The whole school and local health community understand and support the medical conditions policy.



h) 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. Malden Oaks' medical conditions policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings.

- a) We have consulted on the development of this medical condition policy with a wide-range of key stakeholders within both the school and health settings.
- b) The views of students with various medical conditions were actively sought and considered central to the consultation process.
- c) We recognise the importance of providing feedback to those involved in the development process and are committed to acknowledging input and providing follow-up to suggestions put forward. The policy is published on the school website and is therefore available for viewing by all stakeholders to ensure its full implementation.

3. All children with a medical condition should have an individual healthcare plan (IHP).

- a) The student's IHP details exactly what care is required in school, when they need it and who is going to give it. It will also include information on the impact any health condition may have on a child's learning, behaviour or classroom performance.
- b) IHPs are created in partnership with the student and where appropriate, their parent/ carer. Relevant school staff and healthcare professionals also support the creation of the plan.

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

- a) All school staff are aware of the medical conditions at this school and understand their duty of care to students in an emergency.
- b) All staff regularly receive training in what to do in an emergency.
- c) Guidance relating to action for staff to take in an emergency for the common serious conditions at this school can be found in the school office.



- d) Medical information about individual students is stored electronically and updated when new information is provided to the school. Medical reports are run weekly to ensure current information is available.
- e) If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent or carer arrives.
- f) Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.

5. Malden Oaks has clear guidance on providing care and support and administering medication at school.

- a) Malden Oaks understands the importance of medication being taken and care received as detailed in the pupil's IHP.
- b) Malden Oaks will make sure that there is more than one member of staff who has been trained to administer the medication and meet the care needs of an individual child. Malden Oaks will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. This school's Management Committee has made sure that there is the appropriate level of insurance and liability cover in place.
- c) students know where their medication is stored and are encouraged to administer it independently, where appropriate. Students administering their own medication will still be supervised by a trained adult.
- d) Malden Oaks staff will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent.
- e) Over the counter medicines are not kept by the school and staff are not permitted to administer any medication to students that has not been prescribed by a qualified medical practitioner.
- f) A trained member of staff will be available to accompany a pupil with a medical condition on an off-site visit, including overnight stays, where appropriate.
- g) All staff attending off-site visits are aware of any students with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed. Before day and residential trips take place, parents are asked to confirm that school records relating to medical/dietary requirements are correct. This includes confirming the contact details of a pupil's GP.



- h) Parents at this school understand that they should let the school know immediately if their child's needs change e.g the dose or administration method changes.
- i) If a pupil misuses their medication, or anyone else's, their parent is informed as soon as possible.
- j) All medication is sent home with students at the end of the school year. Medication is not stored over the Summer Holidays.

6. Malden Oaks has clear guidance on the storage of medication and equipment at school.

- a) Malden Oaks 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. Students may carry their emergency medication with them if this has been discussed with the school office and it has been deemed appropriate, e.g. a student carrying their inhaler.
- b) Students may carry their own medication/equipment, or they should know exactly where to access it.
- c) This school will make sure that all medication is stored safely, and that students with medical conditions know where they are at all times and have access to them immediately.
- d) This 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.
- e) 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.
- f) This school will dispose of needles and other sharps in line with local policies. 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.

7. This school has clear guidance about record keeping.

- a) Parents at Malden Oaks are asked if their child has any medical conditions on the enrolment form medical form.



- b) Malden Oaks 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.
 - c) Malden Oaks has a centralised register of IHPs, and an identified member of staff has the responsibility for this register.
 - d) IHPs are regularly reviewed, at least every year or whenever the pupil's needs change.
 - e) 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 students in their care
 - f) Malden Oaks makes sure that the pupil's confidentiality is protected.
 - g) This school seeks permission from parents before sharing any medical information with any other party.
 - h) This 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
 - i) Malden Oaks keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
 - j) Malden Oaks 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.
- 8. This school ensures that the whole school environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.**
- a) At Malden Oaks, we are committed to providing a physical environment accessible to students with medical conditions and students are consulted to ensure this accessibility. This school is also committed to an accessible physical environment for out-of-school activities.



- b) Malden Oaks makes sure the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
 - c) All staff are aware of the potential social problems that students 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.
 - d) Malden Oaks understands the importance of all students being encouraged to take part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all students. Malden Oaks understands that all relevant staff are aware that students should not be forced to take part in activities if they are unwell. They should also be aware of students 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.
 - e) Malden Oaks ensures that students have the appropriate medication/equipment/food with them during physical activity.
 - f) Malden Oaks makes sure that students 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.
 - g) 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. Malden Oaks will authorise absences due to known medical conditions.
 - h) Malden Oaks will refer students with medical conditions who are finding it difficult to keep up educationally to the SENCO (Ayse Osman) who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.
 - i) Malden Oaks makes sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of students 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.
9. **Malden Oaks 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 these health and safety risks and has a written schedule of reducing specific triggers to support this.**



- a) Malden Oaks is committed to identifying and reducing triggers both at school and on out-of-school visits.
- b) Malden Oaks' staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers. It has a list of the triggers for students with medical conditions at this school, has a trigger reduction schedule and is actively working towards reducing/eliminating these health and safety risks.
- c) A students' 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 students with medical needs.
- d) Malden Oaks reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

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

- a) Malden Oaks 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 student's reintegration to school is as smooth as possible.

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

- a) Malden Oaks 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.
- b) Malden Oaks is committed to keeping in touch with a child when they are unable to attend school because of their condition.



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

- a) In evaluating the policy, Malden Oaks seeks feedback from key stakeholders including students, 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 students with medical conditions are central to the evaluation process.

Date policy agreed by Management Committee : November 2016

Agreed date for Next Review: November 2018