



MEDICAL CONDITIONS POLICY

This policy is for use with pupils who have long-standing medical conditions. The needs of those pupils who have short-term medical conditions are dealt with under the Administration of Medicines in School policy.

This policy relates to all sections and activities of the school e.g. the Senior School, the Junior School (including EYFS), Wrap Around Care, Offsite Activities and School run Holiday Activities or Clubs.

1 AIMS

- 1.1** Red House School is an inclusive community that welcomes and supports pupils with medical conditions and provides all pupils with any medical condition the same opportunities as others at school.
- 1.2** We will help to ensure that pupils with medical conditions can:
- Be healthy
 - Stay safe
 - Enjoy and achieve
 - Make a positive contribution
 - Achieve economic wellbeing once they leave school
- 1.3** The School ensures that all staff understand their duty of care to children and young people in the event of an emergency and feel confident in knowing what to do in an emergency.
- 1.4** The School understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood.
- 1.5** The School understands the importance of medication and care being taken as directed by healthcare professionals and parents.
- 1.6** All staff understand the medical conditions that affect pupils at Red House.
- 1.7** Staff receive training on the impact medical conditions can have on pupils.

2 STATUTORY FRAME WORK

- 2.1** This policy meets the requirements under of the Children and Families Act (2014), which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.
- 2.2** It is also based on the Department for Education's (DfE) statutory guidance: Supporting Pupils at School with Medical Conditions (published in December 2015).

3 LINKS TO OTHER POLICIES

- 3.1** This policy links to the following School policies:
- Administration of Medicines in School
 - Equality, Diversity and Inclusion
 - First Aid
 - Health and Safety
 - Health and Safety – School Trips
 - Child Protection (Safeguarding)
 - SEND and SEND Accessibility Plan
 - Behaviour Management
 - Wellbeing and Positive Mental Health

4 RESPONSIBILITIES

4.1 The Board of Governors

The Board of Governors has:

- Ultimate responsibility to plan to support pupils with medical conditions and to ensure that sufficient staff

have received suitable training and are competent before they are responsible for supporting children with medical conditions.

- Fully indemnifies all staff against claims for any alleged negligence, providing they are acting within their conditions of service and following the Board of Governor's guidelines.

4.2 The Head

The Head will:

- Make sure all staff are aware of this policy and understand their role in its implementation.
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations.
- Take overall responsibility for the development of IHPs.
- Make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way.
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date.

4.3 The Head of Finance and Compliance

The Head of Finance and Compliance ensures that the School's insurance covers staff upholding this policy, providing support to pupils with medical conditions, administering medicines and that staff are aware of this insurance and what it covers.

4.4 The Head of Admissions

The Head of Admissions will obtain, input and disseminate known medical conditions information and appropriate contact details for all new pupils.

4.5 The School Secretaries

The School Secretaries (Senior School and Junior School) responsibilities include:

- Ensuring receipt, release and return, and storage of medication procedures are followed.
- Communicating with parents about matters related to day-to-day administration.
- In a fire evacuation, collecting the medicines of children whose lives are at risk without it.
- Organising for the First Aid boxes to be checked and replenished each term.
- Ensuring expired medicines throughout the school are collected by parents.

4.6 Staff

The School staff responsibilities include:

- Supporting pupils with medical conditions during school hours is not the sole responsibility of one person.
- Any member of staff may be asked to provide support to pupils with medical conditions, although they will not be required to do so. This may include the administration of medicines.
- Those staff who take on the responsibility to support pupils with medical conditions will receive sufficient and suitable training.
- Teachers will consider the needs of pupils with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

4.7 Parents

Parents will:

- Provide the school with sufficient and up-to-date information about their child's medical needs.
- Be involved in the development and review of their child's IHP and may be involved in its drafting.
- Carry out any action they have agreed to as part of the implementation of the IHP e.g. provide medicines and equipment.

4.8 Pupils

Pupils with medical conditions will often be best placed to provide information about how their condition affects them. Pupils should be fully involved in discussions about their medical support needs and contribute and comply as much as possible to the development of their IHPs.

5 EQUAL OPPORTUNITIES

5.1 Red House is clear about the need to actively support pupils with medical conditions to participate in co-curricular activities, school trips and visits, or in sporting activities, and not prevent them from doing so.

5.2 The School will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely in co-curricular activities and on school trips, visits and sporting activities.

5.3 Risk assessments will be carried out, so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted (as appropriate).

6 BEING NOTIFIED THAT A PUPIL HAS A MEDICAL CONDITION

6.1 When School is notified that a pupil has a medical condition, the process outlined below will be followed to

decide whether the pupil requires an IHP.

- 6.2** The School will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for pupils who are new to our school.

7 THE PROCESS AT RED HOUSE

- 7.1** Parents are informed and regularly reminded about the medical conditions policy through the School's website, when their child is enrolled and at parent information meetings.
- 7.2** School staff are reminded about the Medical Conditions Policy at INSET meetings at the start of the academic year, at medical conditions training sessions, and through the School's induction process.
- 7.3** All staff at the School are made aware of children with serious medical conditions at School. Information on pupils is available on ISAMS and photographs are placed in both staffrooms and where the condition relates to food allergies in the kitchens.
- 7.4** All pupils are encouraged to carry and administer their own emergency medication, when their parents and healthcare specialists determine they are able to take responsibility for their condition. Pupils who do not carry and administer their own medication know where their medication is stored, how to access it and the arrangements for a member of staff (including a reserve) to assist them in helping them take their medication safely.
- 7.5** Training is given to all staff who agree to administer medicine to pupils, where specific training is needed.
- 7.6** All staff attending any off-site educational or school-related visits are aware of any pupils with medical conditions on the visit.
- 7.7** If a pupil refuses their medication, parents are informed as soon as possible. If a pupil misuses medication, either their own or another pupil's, their parents are informed as soon as possible and the pupil is subject to the School's disciplinary procedures (please refer to the School's Behaviour Management Policy).

8 EMERGENCY PROCEDURES

- 8.1** Staff understand their duty of care to pupils in an event of an emergency. Under common law, staff are required to act like any reasonable prudent parent. This may include administering medication. All staff receive training and know what to do in an emergency for the pupils in their care with medical conditions.
- 8.2** Red House uses IHP's to inform appropriate staff of pupils who may need emergency help. A pupil's IHP is sent to hospital with the pupil or the information is communicated to the hospital as soon as possible.
- 8.3** Action for staff to take in an emergency for the common serious conditions at the school are displayed in the medical rooms.
- 8.4** Staff will follow the School's normal emergency procedures (for example, calling 999).
- 8.5** All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.
- 8.6** If a pupil needs to be taken to hospital, and a parent is not available to take them, a member of staff will always accompany them and stay with them until a parent arrives. The school will try to ensure that the staff member will be one the pupil knows.

9 SAFE STORAGE OF MEDICATION

- 9.1** The School has clear guidance on the administration of medicine – see separate policy on the Administration of Medicine in School.
- 9.2** Emergency medication e.g. epipens and inhalers are readily available to pupils who require it at all times during the school day or at off-site educational activities. Pupils in the Senior School carry their own epipens and inhalers. At the Junior School, these are kept in the classrooms. Spare inhalers are held in the School Offices. Spare epipens, as provided by parents, are also kept in the School Offices.
- 9.3** All non-emergency medication is kept in a secure place in a lockable cupboard in a cool dry place. Staff ensure that medication is only accessible to those for whom it is prescribed.
- 9.4** Office staff are responsible for the safe storage of medication. They check expiry dates of all medication stored at school at least three times a year and parents are informed when they are about to expire. These staff ensure that all medication is clearly labelled with the pupil's name, dose of medication and the frequency of dose. Refrigerators used for the storage of medicine are in a secure area inaccessible to unsupervised pupils. Medication is sent home with pupils at the end of the school academic year.
- 9.5** It is the parents' responsibility to ensure that new and in date medication is brought into school to replace expired medication.
- 9.6** Sharp boxes, when required, are obtained by the parent and stored in a locked cupboard. If a sharps box

is needed on an off-site visit or residential, a named member of staff is responsible for its safe storage.

10 RECORD KEEPING

- 10.1** Parents are asked, when their child joins the school, if their child has any health conditions, on the School's registration form. Parents are responsible for updating the school on any changes to their child's health conditions.
- 10.2** Red House uses an IHP to record important details about individual needs at school, their triggers, signs, symptoms, medication card and other treatments.
- 10.3** Parents will be informed if their pupil has been unwell at school.
- 10.4** IHPs are kept in a readily accessible place which all staff are aware of.
- 10.5** An IHP, accompanied by an explanation of why and how it is used, is sent to all parents with a medical condition at:
- Admission (as part of the registration process).
 - When a diagnosis is first communicated to the school.
- 10.6** If a pupil has a short-term medical condition that requires medication during school hours, a medical form plus explanation must be completed by the parents (please refer to the Administration of Medicine in School policy).

11 STAFF TRAINING

- 11.1** Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.
- 11.2** The training will be identified during the development or review of IHPs.
- 11.3** Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.
- 11.4** The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the Head.
- 11.5** Training will be kept up to date and training will:
- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils.
 - Fulfil the requirements in the IHPs.
 - Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.
- 11.6** Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.
- 11.7** All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

12 ENVIRONMENT

- 12.1** The school is committed to providing a physical environment that is accessible to pupils with medical conditions, including off-site activities and co-curricular activities. The School understands that there will be additional factors to consider when planning residential activities. This will be included on the Risk Assessment.
- 12.2** The School ensures all classroom teachers, PE teachers and sports coaches make appropriate adjustments to make activities accessible to all pupils and are aware of the triggers for pupils' medical conditions.
- 12.3** The School ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when they are needed.
- 12.4** The Medical Conditions policy is reviewed regularly on at least a bi-annual basis by the Deputy Head (Head of the Senior School) and Head of the Junior School.

Reviewed by: C Thompson & S Haywood
February 2024

Ratified by: The Health & Safety Committee of the Board of Governors
February 2024

APPENDIX 1 - LIST OF STAFF TRAINED IN THE ADMINISTRATION OF MEDICATION (2023-2024)

The following Red House School staff have completed Administration of Medicine in an Education Setting training.

Junior School:

Key administrators:

Jodie Mason
Lisa Simpson

Alternative administrators in absence of above staff members:

Cheryl Ford
Ian Barnbrook-McKay

Senior School:

Key administrator:

Linda Ward

Alternative administrators in absence of above staff member:

Claire Bellerby
Ann Morton
Rebecca Ashcroft