



<b>Policy Name</b>	Supporting Pupils with Medical Needs
<b>Review and Approval by</b>	Local Governing Body
<b>Date Ratified</b>	May 2018
<b>Signed By</b>	
<b>Position</b>	Chair of Board of Governors
<b>Review Period for this Policy</b>	3 Yearly
<b>Date for Future Review</b>	May 2021

**Implementation of this policy supports the duties to promote equality of opportunity and positive attitudes in relation to disability, gender and race and to eliminate discrimination on the grounds of age, disability, gender, race, religion or belief and sexual orientation.**

Date	Changes
30/01/16	Amend Governing Body to Board of Governors.
20/04/16	Amend in response to the Department for Education's revised Guidance on Supporting Pupils with Medical Conditions in Schools, produced in December 2015.
14/05/18	Added in details regarding storage of emergency medication.

**Montpelier Primary School works in partnership with all interested and relevant parties including the school's governing body, all school staff, parents, carers, community healthcare professionals and pupils to ensure the policy is planned, clearly communicated, implemented and maintained successfully.**

## **Managing Medical Conditions at School Policy**

**Montpelier Primary school is an inclusive community that aims to support and welcome pupils with medical conditions.**

We understand that we have a responsibility to make Montpelier Primary school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future. We aim to provide all children with all medical conditions the same opportunities as others at school. Montpelier Primary 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, educational activities and residential visits.

We follow the Department for Education (DfE) Statutory Guidance on Supporting Pupils at School with Medical Conditions in Schools (September 2014, amended December 2015).

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf)

**All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school.**

Staff at Montpelier Primary School understand their duty of care to pupils in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.

**All staff at Montpelier Primary School have a responsibility to:**

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- Understand the school's medical conditions policy
- Know which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan
- Allow all pupils to have immediate access to their emergency medication
- Maintain effective communication with parents/carers including informing them if their child has been unwell at school
- Ensure pupils who carry their medication with them have it when they go on a school visit or out of the classroom
- Be aware of pupils with medical conditions who may be experiencing difficulties or need extra social or emotional support
- Understand the common medical conditions and the impact it can have on pupils (pupils should not be made to take part in any activity if they feel unwell)
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- Ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

All staff understand and are trained in the school's general emergency procedures.

**Montpelier Primary School has clear guidance on the administration and storage of medication at school.**

All non-emergency medication is kept in a secure place, in a locked cupboard in the First Aid Room. Emergency medication is kept in a bum-bag by staff working with the pupil, with the

exception of Midazolam which is a controlled drug as defined in the Misuse of Drugs Act 1971 and kept in a locked tin in the child's classroom, easily accessible to named trained staff. This also enables Midazolam to be safely taken to different areas the school site for a child who needs it to be administered immediately at the onset of a seizure. Pupils with medical conditions know where their medication is stored and how to access it. An emergency Epi-pen and Salbutamol are stored in the First Aid Room and designated First Aiders have been trained to administer them. All use of medication, even if the pupil can administer the medication themselves, is done under the supervision of two members of school staff.

All staff attending off-site visits are aware of any pupils 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.

There is an identified member of staff who ensures the correct storage of medication at school. Three times a year the identified member of staff checks the expiry dates for all medication stored at school. Parents/carers are asked to collect out-of-date medication; if they do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal. All medication is sent home at the end of the school year. Medication is not stored in summer holidays. It is the parent's/carer's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

#### **Montpelier Primary School has clear guidance about record keeping**

Parents/carers at this school are asked if their child has any health conditions or health issues on the enrolment form. Parents/carers of new pupils starting at other times during the year are also asked to provide this information on enrolment forms.

If a pupil has a medical condition that requires medication during school hours, parents/carers are asked to complete a medication form signing their consent for school staff to administer medication. When medication is administered the date, time, medication and dose is recorded in the file in the First Aid Room and signed by both the members of staff present.

#### **Pupils who have complex medical conditions or may require emergency medication have Individual Healthcare Plans.**

These are written, with parents/carers and relevant health professionals either when a pupil joins Montpelier Primary School or when they are diagnosed. They record important details about pupils' medical needs at school, their triggers, signs, symptoms, medication and other treatments.

They are reviewed annually or when there is any change in a pupil's condition or treatment. Copies of the Individual Healthcare Plans are kept in the First Aid Room, Reception and the pupil's class. All staff working with the pupil, including supply staff are aware of the plan. It is also copied to parents/carers. In the event of an emergency and a pupil requiring hospital treatment a copy of the Individual Healthcare Plan is sent to the hospital.

#### **Staff Training**

A log of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff working with pupils with particular medical conditions receive training.