

## **Supporting Children with Medical Conditions Policy**

Procedure to be followed when notification is received that a pupil has a medical condition. When our provision is notified that a pupil has a medical condition we will:

- Decide for any staff training or support.
- Make every effort to ensure that arrangements are put in place within two weeks.
- Not wait for a formal diagnosis before providing support to pupils

### **Individual healthcare plans:**

Our provision will ask any medical conditions in which we need to know about on booking with ourselves. Any parent reporting that their child has an ongoing medical condition such as asthma, epilepsy, diabetes, or more complex medical condition will be asked to complete an Individual Healthcare Plan (IHP). This will normally be shared by the school to support staff and clear communication and processes are being followed.

It is a legal requirement that this be updated annually. At our provision we will ensure that plans are reviewed at least annually, or earlier if evidence is presented that the child's needs have changed. We will assess and manage risks to the child's education, health, and social wellbeing, and minimises disruption.

### **Our IHP requires information about:**

- The medical condition, its triggers, signs, symptoms, and treatments the pupil's resulting needs,
- Including medication (dose, side effects and storage) and other treatments, time, facilities,
- Equipment, testing, access to food and drink where this is used to manage their condition,
- Dietary requirements and environmental issues, e.g., crowded corridors, travel time between lessons
- Specific support for the pupil's educational, social, and emotional needs – for example, how
- Absences will be managed, requirements for extra time to complete exams, use of rest periods.
- Additional support in catching up with lessons, counselling sessions.

The level of support needed (NB If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring) Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional and cover arrangements for when they are unavailable.

Arrangements for written permission from parents and for medication to be administered by a member of staff or self-administered by the pupil.

Arrangements or procedures required for activities outside of the normal provisions timetable that will ensure the child can participate, e.g., risk assessments.

### **What to do in an emergency:**

Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

### **Staff training and support**

Staff are supported in conducting their role to support pupils with medical conditions through appropriate training. Training needs are assessed regularly, and training will be delivered through internal and external sessions.

Any member of staff providing support to a pupil with medical needs will have received suitable training.

No member of staff will give prescription medicines or undertake healthcare procedures without appropriate training or instruction (updated to reflect requirements within individual healthcare plans).

### **The child's role in managing their own medical needs:**

Where children are deemed competent to manage their own health needs and medicines by their parents and medical professional, they will be supported to do this.

### **Managing medicines on our provision's premises:**

- Medicines will only be administered onsite when it would be detrimental to a child's health or attendance not to do so. No child will be given prescription or non-prescription medicines without their parent's written consent.
- We will never give medicine containing aspirin unless prescribed by a doctor.
- Medication, e.g., for pain relief will never be administered without first checking maximum dosages and when the previous dose was taken.
- Where clinically possible, we will expect that medicines will be prescribed in dose frequencies.
- All medications will be kept locked securely out of reach of children.

### **Record keeping:**

We will ensure that written records are kept of all medicines administered to children.

We recognise that records offer protection to staff and children and provide evidence that agreed procedures have been followed. Parents will be informed if their child has been unwell at our provision.

### **Emergency procedures**

Our provision's policy sets out what should happen in an emergency.

Where a child has an individual healthcare plan, this will clearly define what constitutes an emergency and provide a process to follow. All relevant staff will be made aware of the emergency symptoms and procedures.

We will ensure other children know what to do in the event of an emergency i.e., informing a member of staff immediately if they are concerned about the health of another child.

Where a child is required to be taken to hospital, a member of staff will stay with the child until their parents arrive, this includes accompanying them to hospital by ambulance if necessary (taking any relevant medical information, care plans etc).

To request an ambulance – dial 999, ask for an ambulance and be ready with the information below:

- The schools telephone number and or Progressive Sports Telephone number on site (tablet)
- Your name, role
- The provisions location
- Exact location of the patient
- Name of the patient and description of symptoms
- Inform ambulance control of the best entrance to use and state that the crew will be met and taken to the patient.

**Sporting activities:**

We always actively support pupils with medical conditions to participate in sporting activities, and not prevent them from doing so. We are fully Inclusive.