



## THOMAS'S CLAPHAM MEDICAL NEEDS POLICY

### INTRODUCTION

Thomas's Clapham aims to adhere to Section 100 of the Children and Families Act 2014 with regards to making arrangements for supporting pupils at their school with medical conditions. Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Children with Special Educational Needs and Disability (SEND) and/or an Education, Health and Care (EHC) are considered in this policy.

All pupils with medical conditions, in terms of either physical or mental health, will be properly supported so that they can play a full and active role at school, remain healthy and achieve their academic potential. Medical conditions should not be a barrier to learning. Thomas's is committed to providing a physical environment that is accessible to pupils with medical conditions and this includes school trips and journeys.

This policy has been developed in consultation with key stakeholders within the school and within local health and social care agencies, as well as pupils and parents.

### ROLES AND RESPONSIBILITIES

The named person with overall responsibility for pupils with medical needs is *Jon Chesworth – Deputy Head, Community and Welfare*.

In order to ensure full implementation of this policy, pupils, parents, staff and relevant health and social care partners will be informed about it, copies will be provided as appropriate, access to the policy signposted and regular reminders will be put in place.

The Principals will ensure that all pupils with medical conditions in our school are supported to enable them to have full access, wherever possible, to all aspects of the education provided and the same opportunities as other pupils, including access to school trips and physical education.

The Headteacher and the Deputy Head – Community and Welfare will ensure that;

- the school is inclusive and welcoming
- the policy is in line with national guidance and expectations, is put into action and maintained
- they liaise with other interested and relevant parties
- information held by the school is accurate and up to date and good communication and information sharing systems are in place

- pupil confidentiality is respected
- the training and development needs of staff are assessed and arrange for them to be met
- all staff are aware of the policy, including supply teachers and new staff
- tasks are delegated appropriately to named members of staff
- the policy is monitored and reviewed at least once a year, with input from pupils, parents, staff and external stakeholders and update it as and when necessary
- they report back to Principals and to all key stakeholders about the implementation of the medical conditions policy.

All staff at the school have a responsibility to:

- be aware of and understand the school's Medical Conditions and Medication policy
- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- 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 when necessary
- maintain effective communication with parents 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 bullying or need extra social support
- ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in, and understand the impact a medical condition may have on a pupil and make any reasonable adjustments to accommodate this.
- be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it, including help to catch up with work when the pupil has been unwell
- ensure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school activities.
- use opportunities such as Inspiring Living and other areas of the curriculum to raise pupil awareness about medical conditions
- be aware of pupils with medical conditions involved in trips or off site activities and any relevant information.

The School Nurse has responsibility for:

- monitoring medication and ensuring all medication is correctly stored and labelled, regularly reviewed, in date and that parents provide new medication as needed.
- contributing to Health Care Plans (HCP) and their review
- Facilitating staff training as appropriate
- supporting pupils and parents as appropriate
- ensuring the child or young person knows how to take their medication effectively

The Learning Enrichment Leader has responsibility for:

- keeping an overview of any pupils whose medical needs impact on their learning and will advise staff working directly with them and ensure appropriate strategies are put in place to support them

- ensuring access to all aspects of the curriculum are the same opportunities as other pupils, including access to school trips and physical education.
- Educational Health Care Plans (EHCPs)
- Accessibility Plans

Individual doctors and specialist healthcare professionals caring for pupils who attend this school have a responsibility to adhere to this policy.

The pupils at this school have a responsibility to:

- treat other pupils with and without a medical condition equally
- tell their parents, teacher or nearest staff member when they are not feeling well
- let a member of staff know if another pupil is feeling unwell
- let any pupil take their medication when they need it, and ensure a member of staff is called
- treat all medication with respect
- know how to gain access to their medication in an emergency
- if mature and old enough, know how to take their own medication and to take it when they need it
- ensure a member of staff is called in an emergency situation.

Parents have a responsibility to:

- tell the school if their child has a medical condition
- ensure the school has a complete and up-to-date Healthcare Plan for their child
- inform the school about the medication their child requires during school hours and while taking part in visits, outings or field trips and other out-of-school activities
- tell the school about any changes to their child's medication, what they take, when, and how much
- inform the school of any changes to their child's condition
- ensure their child's medication and medical devices are labelled with their child's full name
- provide the school with appropriate spare medication labelled with their child's name
- ensure that their child's medication is within expiry dates
- keep their child at home if they are not well enough to attend school
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

### **Notification of a medical condition**

When a pupil is starting at Thomas's Clapham, and has an identified medical condition, we will ensure that arrangements are in place in time for the start of the relevant school term. In other cases, such as a new diagnosis or children moving mid-term, we would expect to have arrangements in place within two weeks of notification or admission.

Individual Healthcare plans may be initiated by a member of school staff or a healthcare professional involved in providing care to the child. Apart from the central copy, specified members of staff (agreed by the pupil and parents) securely hold copies of pupils' Healthcare Plans. These copies are updated at the same time as the central copy.

Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the Learning Enrichment Leader. Further consultation may then take place with the pupil, parents and the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.

**Individual Healthcare Plans will include the following information;**

- The medical condition, its triggers, signs, symptoms and treatments
- The pupil's resulting needs, including medication (its side-effects and its storage) and other treatments, dose, time, facilities, equipment, testing, dietary requirements and environmental issues e.g. crowded corridors, travel time between lessons
- Specific support for the pupil's educational, social and emotional needs, including how absences will be managed, support to catch up with work missed, additional time for exams, counselling etc.
- Who will provide this support, their training needs and cover arrangements in their absence
- Who in the school needs to be aware of the child's condition and the support required
- Written permission for medication to be administered by a member of staff, or self-administered by individual pupils during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate e.g. risk assessments
- Where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition
- What to do in an emergency, including who to contact, and contingency arrangements

All individual healthcare plans will be reviewed annually as a minimum.

**Training**

Where appropriate, a staff training programme will be provided for key members of the staff team, as well as generic training for all staff. All new staff will be informed of this policy and their responsibilities relating to it including adults responsible for transporting children. Training will be refreshed as required.

**Emergency Support**

Thomas's is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits. HCPs are used to identify individual pupils who are sensitive to particular triggers and to ensure pupils remain safe during all lessons and activities throughout the school day.

Staff with first aid training and the school nurse will give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school and when necessary ensure that an ambulance or other professional medical help is called.

If there is a need for a child to be taken to hospital the parent will be informed, a member of staff (wherever possible someone familiar to the child) will always accompany the child and stay with them until a parent or responsible family member arrives. The school will ensure a copy of the child's healthcare plan is taken to the hospital with the child wherever possible.

All medical emergencies and significant incidents are reviewed to ascertain whether and / or how they could have been avoided. Appropriate changes to policy and procedures are implemented after each review. Action required in an emergency for the common serious conditions is displayed in prominent locations for staff.

### Unacceptable practices

This policy is designed to ensure that these issues are avoided;

- to prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- to assume that every child with the same condition requires the same treatment;
- to ignore the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged);
- to send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- if the child becomes ill, to send them to the school office or medical room unaccompanied or with someone unsuitable;
- to penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments;
- to prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- to require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues.
- to prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, eg by requiring parents to accompany the child.

**See also:** [Educational Visits and Off Site Activities Policy](#), [Equal Opportunities Policy](#), [Medical Conditions and Medication Policy](#), [SEND Policy](#), [SENDA Accessibility Plans](#)

This policy will be reviewed annually		
Created: June 2015	By:	Nathan Boller, Deputy Head – Community & Welfare Kathryn Mousa, Learning Enrichment Leader Annabel Johnson, School Nurse
Latest Review: January 2020	By:	Jon Chesworth, Deputy Head – Community & Welfare Kathryn Mousa, Learning Enrichment Leader (In the temporary absence of a school nurse)
		Minor changes made
Next Review: January 2021	By:	Jon Chesworth, Deputy Head – Community & Welfare Kathryn Mousa, Learning Enrichment Leader School Nurse

