

This document should be considered in conjunction with Welling School Health & Safety Policy and Safeguarding Policy.

Welling school is an inclusive community that welcomes and supports students with medical conditions and provides all students with any medical condition the same opportunities as others at school. We will help to ensure they can:

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

Medical Conditions at Welling School

- Makes sure all staff understand their duty of care to children and young people in the event of an emergency. All staff feel confident in knowing what to do in an emergency.
- Understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood.
- Understands the importance of medication and care being taken as directed by healthcare professionals and parents.

All staff understand the medical conditions which affect students at Welling School.

Staff receive training on the impact medical conditions can have on students.

All employees are expected to have read the school Medical Conditions with First Aid Policy and understand their role and responsibilities in regards to duty of care. The named members of school staff responsible for this medical conditions policy and its implementation are:

Head Teacher
Director of Learning AEN
Director of Business
Senior First Aider

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.

The term 'parent' implies any person or body with parental responsibility such as a foster parent, carer, guardian or local authority

1. Welling School is an inclusive community that supports and welcomes students with medical conditions

- Welling School 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 denied admission or prevented from taking up a place in Welling School because arrangements for their medical condition have not been made.
- Welling School will listen to the views of students and parents.
- Students and parents feel confident in the care they receive from Welling School and the level of that care meets their needs.

- Staff understand the medical conditions of students at Welling School and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- The whole school and local health community understand and support the medical conditions policy.
- Welling School understands that all children with the same medical condition will not have the same needs.
- 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. Welling School's medical conditions policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings

- Stakeholders should include students, parents / carers, schools nurse, school staff, governors, the school employer, relevant local health services and relevant supporter organisations.

3. The medical conditions policy is supported by a clear communication plan for staff, parents /carers and other key stakeholders to ensure its full implementation.

- Students, parents, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels.

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

- An IHP details exactly what care a child needs in school, when they need it and who is going to give it.
- It should also include information on the impact any health condition may have on a child's learning, behaviour or classroom performance.
- This should be drawn up with input from the child (if appropriate) their parent/carer, relevant school staff and healthcare professionals, ideally a specialist if the child has one.

5. All staff understand and are trained in what to do in an emergency for children with medical conditions at Welling School.

- All school staff, including temporary or supply staff, are aware of the medical conditions at Welling School and understand their duty of care to students in an emergency.
- All staff receive training in what to do in an emergency and this is refreshed at least once a year.
- A child's IHP should, explain what help they need in an emergency. Parental / carer permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.

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

- All staff, including temporary or supply staff, know what action to take in an emergency and receive updates at least yearly.
- If a student needs to attend hospital, a member of staff (preferably known to the student) will stay with them in school until a parent / carer arrives, or if the parent / carer does not arrive in time, the member of staff will accompany the child taken to hospital by ambulance. Staff will not take students to hospital in their own car unless it is in an emergency. Approval by the Headteacher / SLT member / Lead Safeguarding must be sought first. Also the parent / carer will be contacted in the first instance to gain consent for their child to be taken in a staff member's car. Advice will be sought to determine whether additional staffing is required to accompany the student in the car.

7. Welling School has clear guidance on providing care and support and administering medication at school.

- Welling School understands the importance of medication being taken and care received as detailed in the student's IHP or through the Request to Administer Medication Form (RAM) (see Appendix 1).
- Welling School will make sure that there are more than one members of staff who has been trained to administer the medication and meet the care needs of an individual child. This includes escort staff for home to school transport if necessary. Welling School will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. Welling School's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- Welling School will not give medication (prescription or non-prescription) to a child under 16 without a parent / carer's written consent.
- When administering medication, staff must refer to the RAM.
- Welling School will not give a student under 16 aspirin unless prescribed by a doctor.
- Parents / carers at Welling School understand that they should let the school know immediately if their child's needs change.
- If a student misuses their medication, or anyone else's, their parent / carer will be informed as soon as possible and the school's disciplinary procedures will be followed.

8. Welling School has clear guidance on the storage of medication and equipment at school.

- Welling School 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 they wish/this is appropriate.
- Students may carry their own medication/equipment, if it is detailed on the IHP / RAM, or they should know exactly where to access it.
- Students can carry controlled drugs if they are competent, otherwise Welling School will keep controlled drugs stored securely, but accessibly, with only named staff having access. Staff at Welling School can administer a controlled drug to a student once they have had specialist training.
- Welling 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.
- Welling 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.
- Welling School disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

9. Welling School has clear guidance about record keeping.

- Parents / carers at Welling School are asked if their child has any medical conditions on the enrolment form.
- Welling School uses an IHP to record the support an individual student needs around their medical condition. The IHP is developed with the student (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.
- Welling School has a centralised register of IHPs, and an identified member of staff has the responsibility for this register.
- IHPs are regularly reviewed, at least every year or whenever the student's needs change.
- The student (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.
- Welling School makes sure that the student's confidentiality is protected.
- Welling School seeks permission from parents before sharing any medical information with any other party.

- Welling School discusses with the student (where appropriate), parent / carer, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to outline a plan for any extra care requirements that may be needed. This is recorded in the student's IHP which must accompany them on the visit.
- Welling School keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
- Welling School makes sure that all staff providing medical support to a student 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 student'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 Welling School keeps an up-to-date record of all training undertaken and by whom.

10. Welling 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.

- Welling School is committed to providing a physical environment accessible to students with medical conditions and students are consulted to ensure this accessibility. Welling School is also committed to an accessible physical environment for out-of-school activities.
- Welling School 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.
- 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.
- Welling School understands the importance of all students taking 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. This includes out-of-school clubs and team sports.
- Welling School 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 student's medical condition when exercising and how to minimise these.
- Welling School makes sure that students have the appropriate medication/equipment/food with them during physical activity.
- Welling School 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.
- All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a student's medical condition. Welling School will not penalise students for their attendance if their absences relate to their medical condition.
- Welling School will refer students with medical conditions who need support educationally to the SENCO who will liaise with the student (where appropriate), parent / carer and the student's healthcare professional.
- Students at Welling School learn what to do in an emergency.
- Welling School 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.

11. Welling School 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.

- Welling School is committed to identifying and reducing triggers both at school and on out-of-school visits.
- The IHP details an individual student's triggers and details how to make sure the student 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.
- Welling School reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

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

- Welling School works in partnership with all relevant parties including the student (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.

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

- Welling School works in partnership with all relevant parties including the student (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.
- Welling School is committed to keeping in touch with a child when they are unable to attend school because of their condition.

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

- In evaluating the policy, Welling School seeks feedback from key stakeholders including students, parents / carers, school healthcare professionals, specialist nurses, training and other relevant healthcare professionals, school staff, local emergency care services, governors and the school employer.

REQUEST TO ADMINISTER MEDICATION FORM (RAM)

Parents / Carers have the prime responsibility for their child’s health and are responsible for medication. The request form must be signed by parents / carers and handed into a member of staff in the Main Office **before any medication (either prescribed or non-prescribed) is accepted**. This form will be retained for reference by the school and shared with relevant members of staff. A separate form will be required for each medication accepted.

Student Details

Name			
Date of Birth		Tutor Group	

Parent/Carer Contact Details – (refer and check eportal record)

Name			
Address		Contact Number:	

Medication Details & Directions for use

Name of Medication			Expiry Date of medication:
Type of medication and amount received – eg tablets, liquids etc			
Dosage/frequency (ie mg and how often to be taken)			
Method (injection/inhaler/oral etc)			
Time of the day			
Possible side effects			
Start date of medication being required		End date of medication being required	
Individual Healthcare Plan Required?	Yes/No	If Yes, please indicate whether a meeting time has been arranged or an IHP completed with this form and who by.	

Any other medical information relevant/shared:
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Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber’s instructions for administration, prescribed dose and expiry date. The student’s name should be marked on the packaging. Any un-used medication must be collected & disposed of by parents / carers.

Parents / Carers Consent

- I accept that there is no legal duty requiring school staff to administer medication. Therefore, it should be noted that this is a service that the school is obliged not to undertake
- I understand that I must complete this form and return it to a member of staff at Welling School Office before any medication (prescribed or non-prescribed) can be accepted
- I give my consent for a member of Welling School staff to administer the above medication to the child in my care as outlined by the above information
- I give my consent for this medication to be stored Please consider whether medication can be administered more effectively at home, before and after school.
- I confirm the above information is correct as at the date below and I will notify the school of any changes to the listed medication information.

Name		Signature	
Mobile		Date	

On behalf of Welling School

Name		Date	
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Flowchart

