



**Federation of  
Westminster Special Schools  
& Bi-Borough Inclusion Service**

# **Supporting Children with Medical Conditions Policy**

**Approved by Pupils & Learning Committee: March 2024**

**To be reviewed: March 2027**

## Introduction

The purpose of this policy is to describe the ways in which each school addresses its responsibilities regarding children and young people (CYP) with medical conditions. It also applies to staff working in the Bi-Borough Inclusion Service when working with individual children and young people.

Most CYP will, at some time in their school career, have a medical condition that impacts on their school life. This is usually a short term problem which is either fully or substantially resolved. However, some have longer-term medical conditions which may restrict their ability to attend school regularly, access learning effectively or take part in school activities.

At the Federation of Westminster Special Schools we endeavour to create a suitably supportive and inclusive school environment for CYP with medical conditions.

We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- aspire to achieve economic well being

In order to achieve this we will ensure that all staff;

- understand equality of opportunity along with their duty of care to CYP in the event of an emergency
- feel confident in knowing what to do in an emergency
- understand that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood
- understand the importance of medication being taken as prescribed
- understand the common medical conditions that affect CYP at either school
- receive training on the impact medical conditions can have on CYP.

Any member of school staff may be asked to provide support to CYP with medical conditions, including the administering of medication, although they cannot be required to do so. However, and with the appropriate training, each school will ensure that staff understand and take into account the needs of the CYP with medical conditions that they teach.

## **Specific procedures**

### ***Responsibilities***

- It is the responsibility of parent/carers to inform the school of any medical needs of their children
- The Headteacher is responsible for deciding whether the school can assist a CYP who needs medication or specific medical procedures (e.g. enteral feeding, suctioning) and makes those decisions on the basis of encouraging regular attendance and full participation in school life, wherever practicable.
- The school and appropriate nursing service will develop a Health Care Plan for all CYP requiring medication or other medical procedures during the school day or who may require emergency treatment at school. This plan should be linked to the individual CYP's Education, Health and Care Plan (EHCP). It should be borne in mind that many CYP at QEII have complex medical needs.
- Any (CYP) who becomes unwell during the day should be reported to the First Aider, Senior Leader and the school based Nursing Team Nurse/Healthcare Assistant/ First Aider / Leader.
- If a child or young person needs to be taken home, a senior member of staff will make the decision and parents / carers will be contacted by the School Nurse, Pastoral team or Office.
- If the child or young person requires urgent hospital treatment an ambulance will be called, and parents informed immediately
- A member of staff will accompany them taking all their relevant details to hospital. They will remain until the parent / carer arrives

### ***Accidents***

- When an accident or incident occurs, the school nurse or Healthcare assistant/first aider should be called to the scene if appropriate, or the child or young person brought to see them.
- If available, the emergency call button should be used to call for help.
- The member of staff who witnessed the accident or incident must record the accident with all details on CPOMS. If the incident is serious they must verbally report to a Senior Leader. CPOMS will alert the school's Leadership Team
- All accidents and incidents must be recorded on CPOMS
- More serious accidents or incidents are reported directly to the Local Authority. The DSL, Headteacher and Executive Headteacher have access to this reporting tool.

### ***The administration of medicines in school***

- All regular and emergency medication prescribed for a child or young person must be sent in by the parent / carer in its original bottle, container or packet with the pharmacy label attached. This should show:
  - Name of child
  - Name of medication
  - Dosage and frequency
  - Method of administration
  - Date of dispensing
  - Expiry date
- Before any medication can be dispensed in school the parent/carer must complete and sign the permission form and return it to the school nurse or school office
- Medication should be kept in a locked cupboard which is accessed only by the school nurse or designated people. These members of staff will have been trained in the correct dispensing and administration of these medications
- Non prescription medication will only be given when sent in to school in its original container and with a signed and dated note from the pupil's parent / carer and agreed that it is appropriate to give the medication in school
- Medicines must be dispensed from the original container using a measuring spoon, or syringe where required
- Children & young people requiring medication will have an individual chart to be signed, dated and with the time given on it
- Some medication has to be with the CYP at all times and a member of staff will be responsible for ensuring the medication accompanies the CYP around the school and on any trips.
- Staff taking children and young people on trips will collect medication from school nurse / named person before the trip and confirm with that person that they understand what it is for, and the correct way to administer it. For safety reasons, it should be kept on their person while they are out
- All staff that need to give medication will receive appropriate training in supporting children and young people with taking medications, and be aware of any specific side effects that could occur.

### **Other medical needs**

Some children and young people have health needs that require specific medical procedures throughout the school day. These could include, but not restricted to any of the following:

- Enteral feeding and care of a gastrostomy
- Care of a colostomy bag
- Care of a tracheostomy
- Airway suctioning
- Management of pupils with seizures
- Emergency medication for seizures
- Anaphylaxis and use of an EpiPen
- Management of diabetes
- Oxygen management

The above procedures are overseen by nursing service and they will provide training. Whilst it is not a requirement, any member of staff can perform the above after they have received sufficient and suitable training and achieved the necessary level of competency, as certified by the appropriate training professional. This is a voluntary role but, within a special school setting, the expectations are that staff would be willing to support these needs as it enables a child or young person's access to all aspects of the curriculum when the school nurse or other professional is not available, thus providing equality of opportunities to all children & young people.

### **Monitoring and evaluation**

Discussion of children and young people with medical conditions takes place between the school nurse, class teacher, Pastoral Team (at College Park) , therapy teams, Headteacher and any information required by staff is passed to them and all the first aiders.

### **Health care plans**

- Health Care Plans are prepared by the school with the support of the school nurse and are individual to each child or young person who requires one although at QEII they will normally lead the process.
- The main purpose of an individual health care plan is to identify the level of support needed at school and any specific medical care needs that they may have and how these are to be managed in the school setting. A written and signed agreement with parents clarifies for staff, parents and the child or young person the support the school will provide and the support the school can expect to receive from the parent/carers

- Once agreed, the health care plan should be linked to the child or young person's EHCP and reviewed at least annually or more frequently if appropriate, with the support of the school nurse and parent / carer.

### **Staff training**

A Health Care Plan may reveal the need for some school staff to have further information about a medical condition or specific training in administering medication, medical procedures or in dealing with emergencies. Appropriate training will be provided, in conjunction with the special school nursing team.

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions>