



MEDICAL CONDITIONS POLICY

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Policy agreed by	S Trevethan / R Childs
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POLICY STATEMENT

Hackberry is an inclusive community that welcomes and supports pupils with medical conditions. Hackberry provides all pupils with any medical condition the same opportunities as others at Hackberry.

We will help to ensure they can:

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

Hackberry 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.

Hackberry understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood. Hackberry understands the importance of medication and care being taken as directed by healthcare professionals and parents.

All staff understand the medical conditions that affect pupils at Hackberry.

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

The named member of Hackberry staff responsible for this medical conditions policy and its implementation is:

Mr R Childs

Hackberry is an inclusive community that supports and welcomes pupils with medical conditions.

- Hackberry is welcoming and supportive of pupils with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both provision based and out-of-provision) as other pupils. No child will be denied admission or prevented from taking up a place in Hackberry because arrangements for their medical condition have not been made.
- Hackberry will listen to the views of pupils and parents.
- Pupils and parents feel confident in the care they receive from Hackberry and the level of that care meets their needs.
- Staff understand the medical conditions of pupils at Hackberry 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.
- Hackberry and local health community understand and support the medical conditions policy.
- Hackberry understands that all children with the same medical condition will not have the same needs.

- Hackberry 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.

1 Policy framework

The policy framework describes the essential criteria for how Hackberry can meet the needs of children and young people with long-term medical conditions.

- Stakeholders should include pupils, parents, provision staff, student's school staff, relevant local health services and relevant supporter organisations. The medical conditions policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation.
- Pupils, parents, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels. All children with a medical condition should have an individual healthcare plan (IHP), which will be provided by the pupil's school.
- An IHP details exactly what care a child needs at Hackberry, 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. All staff understand and are trained in what to do in an emergency for children with medical conditions at Hackberry.
- All provision staff, including temporary or supply staff, are aware of the medical conditions at Hackberry and understand their duty of care to pupils 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. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.

All staff understand and are trained in the provision'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 pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car.

Hackberry has clear guidance on providing care and support and administering medication.

- Hackberry understands the importance of medication being taken and care received as detailed in the pupil's IHP.
- Hackberry will make sure that there is more than one member of staff who have been trained to administer the medication and meet the care needs of an individual child. Hackberry will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies.

Hackberry has made sure that there is the appropriate level of insurance and liability cover in place.

- Hackberry will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances, and every effort will be made to encourage the pupil to involve their parent, while respecting their confidentiality.
- When administering medication, for example pain relief, Hackberry will check the maximum dosage and when the previous dose was given. Parents will be informed. Hackberry will not give a pupil under 16 aspirin unless prescribed by a doctor.
- Hackberry will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit.
- Parents at Hackberry understand that they should let the provision know immediately if their child's needs change.
- If a pupil misuses their medication, or anyone else's, their parent is informed as soon as possible and the provision's disciplinary procedures are followed. Hackberry has clear guidance on the storage of medication and equipment at provision.
- Hackberry 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 provision and on off-site activities, and is not locked away. Pupils may carry their emergency medication with them if they wish/this is appropriate.
- Pupils may carry their own medication/equipment with prior approval from Hackberry, or they should know exactly where to access it.
- Pupils cannot carry controlled drugs Hackberry will keep controlled drugs stored securely, but accessibly, with only named staff having access.

Staff at Hackberry can administer a controlled drug to a pupil once they have had specialist training.

- Hackberry will make sure that all medication is stored safely, and that pupils with medical conditions know where they are at all times and have access to them immediately.
- Hackberry 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.
- Parents are asked to collect all medications/equipment at the end of the Hackberry term, and to provide new and in-date medication at the start of each term.
- Hackberry disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at provision and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

Hackberry has clear guidance about record keeping.

- Parents at Hackberry are asked if their child has any medical conditions on the enrolment form.
- Hackberry uses an IHP to record the support an individual pupil needs around their medical condition, supplied by the school. The IHP is developed with the pupil (where appropriate), parent, Hackberry staff, specialist nurse (where appropriate) and relevant healthcare services.

- Hackberry 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 pupil's needs change.
 - The pupil (where appropriate) parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other provision staff are made aware of and have access to the IHP for the pupils in their care.
- Hackberry makes sure that the pupil's confidentiality is protected.
- Hackberry seeks permission from parents before sharing any medical information with any other party.
- Hackberry meets with the pupil (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the pupil's IHP which accompanies them on the visit.
- Hackberry keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
- Hackberry makes sure that all staff providing support to a pupil 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 pupil's IHP. This should be provided by the specialist nurse/provision nurse/other suitably qualified healthcare professional and/or the parent. The specialist nurse/ provision nurse/other suitably qualified healthcare professional will confirm their competence, and Hackberry keeps an up-to date record of all training undertaken and by whom. Hackberry ensures that the whole provision environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.
- Hackberry is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. Hackberry is also committed to an accessible physical environment for out-of-provision activities.
- Hackberry makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities.
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the provision's bullying policy, to help prevent and deal with any problems and promote a positive environment.
- Hackberry understands the importance of all pupils 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 pupils. This includes team sports.
- Hackberry understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.
- Hackberry makes sure that pupils have the appropriate medication/equipment/food with them during physical activity.

- Hackberry makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at provision as any other child, and that appropriate adjustments and extra support are provided.
- All provision staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. Hackberry will not penalise pupils for their attendance if their absences relate to their medical condition.
- Hackberry will refer pupils with medical conditions who are finding it difficult to keep up educationally to the school SENCO/ ALNCO/Special Educational Needs Advisor who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.
- Pupils at Hackberry learn what to do in an emergency.
- Hackberry makes sure that a risk assessment is carried out before any out-of-provision visit, including work experience and educational placements. The needs of pupils 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.

Hackberry is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The provision is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this.

- Hackberry is committed to identifying and reducing triggers both at Hackberry and on out-of-provision visits.
- Hackberry staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers. It has a list of the triggers for pupils with medical conditions at Hackberry, has a trigger reduction schedule and is actively working towards reducing/ eliminating these health and safety risks.
- The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole Hackberry day and on out-of-provision activities. Risk assessments are carried out on all out-of-provision activities, taking into account the needs of pupils with medical needs.
- Hackberry reviews all medical emergencies and incidents to see how they could have been avoided, and changes policy according to these reviews.

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

- Hackberry works in partnership with all relevant parties including the pupil (where appropriate), parent, all Hackberry staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully. Each member of Hackberry and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.
- Hackberry works in partnership with all relevant parties including the pupil (where appropriate), parent, all provision staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
- Hackberry is committed to keeping in touch with the child's educator when they are unable to attend provision because of their condition. The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year.

- In evaluating the policy, Hackberry seeks feedback from key stakeholders including pupils, parents, healthcare professionals, specialist nurses and other relevant healthcare professionals, Hackberry staff and local emergency care services.

The views of pupils with medical conditions are central to the evaluation process.

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