**CHANCES MENTORIG**

**SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY**

**Statement of Intent**

Chances Mentoring wishes to ensure that pupils with medical conditions receive appropriate care and support at school.  This policy has been developed in line with the Department for Education’s guidance Published Sept 2014 and updated in December 2015 and August 2017– “Supporting pupils at school with medical conditions”.

**Aims**

Chances Mentoring aims to provide all children 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

Pupils with medical conditions are encouraged to take control of their condition.  The school will aim to support its pupils in feeling confident to do this.

The school aims to include all pupils with medical conditions in all school activities.

All staff understand their duty of care to children and young people and are confident in knowing what to do in an emergency.

The school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood. Any member of school staff providing support to a pupil with medical needs should have received suitable training.

The school will not:

* prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
* assume that every child with the same condition requires the same treatment;
* ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged);
* send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
* prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
* 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.
* prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child

**Communication**

Parents are informed about the medical conditions policy:

* At the start of the school year when communication is sent out about healthcare plans
* When their child is enrolled as a pupil

School staff are informed and reminded about the medical policy:

* At scheduled medical conditions training
* And as the need arises. e.g. a briefing is provided for relevant supply staff.

**First Aid**

* First Aid trained staff are aware of the most common serious medical conditions at this school.
* Staff at Chances Mentoring understand their duty of care to pupils in the event of an emergency.  In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent.  This may include administering medication.
* First Aid trained staff who work with groups of pupils at this school, know what to do in an emergency for the pupils in their care with medical conditions.
* Training is refreshed for first aiders every three years.

**Emergency procedures**

All staff know what action to take in the event of a medical emergency.  This includes:

* How to contact emergency services and what information to give
* To contact the school nurse or a first aid member of staff. The list of first aiders is on staff school drive or via staff portal.
* If a pupil needs to be taken to hospital, a member of staff will accompany them if parents are unavailable or school will ask parents to meet an ambulance at casualty.
* Staff should not take pupils to hospital in their own car, except in exceptional circumstances. Staff should endeavour to obtain parental permission beforehand if no alternative transport is available.

**Administration of medication at school**

**Administration-emergency medication**

* All pupils at this school with medical conditions have easy access to their emergency medication.
* All pupils are encouraged to carry and administer their own emergency medication e.g. inhalers or Auto Adrenaline Injectors (AAIs) and insulin.
* Pupils who do not carry and administer their own emergency medication know where their own emergency medication is stored and how to access it.

**Administration-general**

* All use of medication defined as a controlled drug (i.e. prescription only medicines), even if the pupil can administer the medication themselves, is done under the supervision of the trained staff.
* Chances Mentoring understands the importance of medication being taken as prescribed.
* All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so
* Training is given to all staff members who agree to administer medication to pupils, where specific training is needed.
* Parents at Chances Mentoring understand that if their child’s medication changes or is discontinued, or the dose or administration method changes that they should notify the school immediately.
* All staff attending off-site visits are made aware of any pupils with medical conditions on the visit.  They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed. The relevant medical conditions should form part of the risk assessments for these activities.

**Medicines**

* Where possible, it is preferable for medication for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours. Medicines should only be administered at school when it would be detrimental to a child’s health or school attendance not to do so.
* If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement for a school to administer medication form.
* No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
* Where parents' verbal consent is obtained this must be followed up in writing.
* Where a pupil is prescribed medication without their parents’/carers’ knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.
* No child under 16 years of age will be given medication containing aspirin without a doctor’s prescription.
* Medicines MUST be in date, labelled and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions.  Medicines which do not meet these criteria will not be administered.
* Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents should be informed.
* A maximum of four weeks supply of the medication may be provided to the school at one time.
* Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Drug and Alcohol Policy.
* Any medications left over at the end of the course will be returned to the child’s parents, or destroyed by the appropriate method with parental permission. Sharps boxes will always be used for the disposal of needles and other sharps.
* Written records will be kept of any medication administered to children when and by whom. Any side effects of the medication to be administered at school should be noted.
* Pupils will never be prevented from accessing their essential medication.
* Emergency medication is readily available to pupils who require it at all times. Pupils are made aware where their medication is. If the emergency medication is a controlled drug and needs to be locked up, the medication will be stored in the safe. The pupils are made aware of this procedure.
* Students are reminded to carry their emergency medication with them.

**Defibrillators**

There are currently no defibrillators on site.

**Safe Storage – non emergency medication**

* All non-emergency medication is kept in a lockable cupboard in the school office.  Pupils with medical conditions know where their medication is stored and how to access it.
* Staff ensures that medication is only accessible to those for whom it is prescribed.

**Safe Storage – general**

* The school ensures the correct storage of medication at school.
* Each month the Head of Service checks the expiry dates for all medication stored at school.
* The school along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought into school is clearly labelled with the pupils name, the name and dose of medication and the frequency of dose.  This includes all medication that pupils carry themselves.
* It is the parents’ responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

**Safe disposal**

* Parents are asked to collect out of date medication.
* If parents do not collect out of date medication, medication is taken to a local pharmacy for safe disposal.
* The school is responsible for checking the dates of medication and arranging for the disposal of any that have expired.  This check is done monthly.

**Enrolment forms**

* Parents are asked if their child has any health conditions on the enrolment for.  Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms.

**Healthcare Plans**

* Chances Mentoring uses a healthcare plan to record important details about individual children’s medical needs at school, their triggers, signs, symptoms, medication and other treatments.  These healthcare plans are held in the school office.
* A healthcare plan, accompanied by an explanation of why and how it is used, is sent to all parents of pupils with a long term medical condition.  This is sent:
  + At enrolment
  + When a diagnosis is first communicated to the school
* If a pupil has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent home for completion.
* Parents are regularly reminded to inform the school if their child has a medical emergency or if there have been changes to their symptoms, or their medication and treatments change.  This is to ensure the healthcare plans can be updated and monitored accordingly.

**Physical environment**

* This school is committed to providing a physical environment that is accessible to pupils with medical conditions.

**Exercise and physical activity**

* This school understands the importance of all pupils taking part in sports, games and activities.
* Chances Mentoring ensure teachers and staff make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.
* staff are aware of pupils in their care who have been advised to avoid or take special precautions with particular activities.
* Chances Mentoring ensures all staff are aware of the potential triggers for pupils’ medical conditions, and how to minimise these triggers.

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

* This school works in partnership with all interested and relevant parties including all school staff, parents, employers and community healthcare professionals to ensure the policy is planned, implemented and maintained successfully.
* The following roles and responsibilities are used for the medical policy at this school.  These roles are understood and communicated regularly to:
* Ensure the health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all pupils).  This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips.
* Make sure the medical policy is effectively monitored and evaluated and regularly updated.
* Provide indemnity to staff who volunteer to administer medication to pupils with medical conditions. The school’s insurance policy covers staff in providing support to children with medical conditions.

**All school staff**

All staff have a responsibility to:

* Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
* Understand the medical policy.
* Know which students in their care have a medical condition.
* Allow all students to have immediate access to their emergency medication.
* 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.
* Ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

**First aiders**

First aiders at this school have responsibility to:

* Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school.
* When necessary ensure that an ambulance or other professional medical help is called.
* Staff in all areas of the school are offered certification from recognised providers regularly and are encouraged to take advantage of this.

**Children**

The children at this school have a responsibility to:

* Treat other students with and without a medical condition equally.
* Tell their parents, teachers or nearest staff member when they are not feeling well.
* Let a member of staff know if another pupil is feeling unwell.
* Treat all medication with respect.
* Know how to gain access to their medication in an emergency.
* Ensure a member of staff is called in an emergency situation.
* Children who are competent will be encouraged to take responsibility for managing their own medication and procedures.

**Parents**

The parents of a student at this school 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 required 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 medication is within expiry dates.
* Keep children at home if they are not well enough to attend school.
* Ensure their child catches up on any school work they have missed.
* Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.

\*The term ‘parent’ implies any person or body with parental responsibility such as foster parent or carer.

**Complaints**

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school. Parents do have the right to follow the parental complaints procedure if they are dissatisfied with the application of this policy or issues arising from it.

**Staff taking medication at school**

Staff members, volunteers, or any visitors to the school must not consume or be under the influence of alcohol, drugs or any other substance that may affect their ability to care for children during working hours.

* Any medication for use by staff will be stored appropriately and out of reach of children.
* Any medication, prescription or non-prescription, will normally be taken out of sight of children.
* Prescription only medicines should be in their original packaging, and with the pharmacist’s label attached.
* The Head of Service should be informed of any medication that may affect the ability of the person taking the medication to properly care for children.

**Covid 19**

Please refer to Covid 19 risk assessment for information relating additional hygiene measures and first aid responses during the current pandemic.

**Supporting Medical Conditions policy reviewed: Aug 2023**

**Next Review Due: Aug 2025**