TOWN CLOSE SCHOOL

NORWICH'S FINEST PREP SCHOOL • FOR GIRLS & BOYS • 3-13 YEARS

Supporting pupils with medical and health conditions v 1.5

The School understands that it has a responsibility to welcome and support pupils who have medical and/or health conditions. The school aims to provide all children with equal opportunities, regardless of their medical and/or health conditions. The school ensures that, as far as is possible, pupils with medical and/or health conditions can participate fully in all aspects of the curriculum and that appropriate, reasonable adjustments and extra support are provided.

Pupils with medical and/or health conditions are encouraged to take control of their condition, as their maturity levels allow. The school aims to include all pupils with medical and/or health conditions in all school activities.

Staff understand the medical and/or health conditions of pupils at our school and that they may be serious, adversely affect a child's quality of life and impact on their attainment and confidence. The school understands that certain medical and/or health conditions are serious and can be life-threatening, particularly if ill-managed or misunderstood.

We recognise our duties as detailed in Section 100 of the Children and Families Act 2014 https://www.legislation.gov.uk/ukpga/2014/6/section/100/enacted. Some children with medical and/or health conditions may be disabled under the definition set out in the Equality Act 2010:

"You're disabled under the Equality Act 2010 if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities."

Where this is the case, our school complies with the duties under that Act. Some children may also have special educational needs (SEND) and may have an Educational Health and Care Plan (EHCP) which brings together health and social care needs, as well as their special educational provision. For children with SEND, this policy should be read in conjunction with the Inclusion Policy.

Town Close will:

- Ensure the School is inclusive and welcoming, and that the Medical and Health Conditions policy is in line with local and national guidance and policy frameworks.
- Liaise between interested parties including parents, pupils, school staff and the School doctor.
- Ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place.
- Ensure pupil confidentiality.
- Assess the training and development needs of staff and arrange for them to be met.
- Provide indemnity for staff who volunteer to administer medication to pupils with medical and/or health conditions.
- Ensure all supply teachers and new staff know the medical conditions policy.

Academic staff will:

- Be aware of the potential triggers, signs and symptoms of common medical and health conditions and know what to do in an emergency.
- Know which pupils in their care have a medical and/or health condition and be familiar with the content of the pupil's Care Plan – including emergency action plans where required.
- 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 and/or health conditions who may need extra support.
- Understand the common medical and health conditions and the impact it can have on pupils, for example, they may need to withdraw from certain activities at certain times.
- Ensure all pupils with medical and/or health conditions are not excluded unnecessarily from activities in which they wish to take part.
- Ensure all those who teach PE and games make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.
- Ensure pupils have the appropriate medication with them during any exercise and are allowed to take it when needed.
- Ensure pupils who have been unwell catch up on missed schoolwork, where appropriate.
- Be aware that medical and health conditions can affect a pupil's learning and provide extra help when pupils need it and when appropriate.
- Be aware of the potential social problems that pupils with medical and/or health conditions may experience.
- Use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical and health conditions, where appropriate.

The School Doctor will:

- Help provide regular training for school staff in managing the most common medical conditions at school.
- Provide information about where the school can access other specialist training.

The Head of Learning Support will:

- Ensure that they know which pupils have a medical and/or health condition and which have special educational needs as a result of their condition.
- Ensure staff make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or course work.

Pupils will:

- Treat other pupils, with and without a medical or health conditions, equally.
- Tell their parents, teacher or nearest staff member when they are not feeling well.
- Let a member of staff know if there is an emergency or another pupil is feeling unwell.
- 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.

Parents will:

- Tell the school if their child has a medical and/or health condition and ensure this information is updated via the data collection form and/or the individual care plans.

- Inform the school about the medication their child requires during school hours or whilst taking part in a trip or other out-of-school activities; see Medicine Policy for further information.
- Inform the school of any changes to their child's condition and any changes to their child's medication, what they take, when, and how much.
- Ensure their child's medication and medical devices are within the expiry dates and labelled with their child's full name, see Medicine Policy for further information.

Care Plans
A child's Care Plan holds all relevant information regarding conditions, treatments and contacts. It is signed by the parent. 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, relevant school staff and healthcare professional, ideally a specialist if the child has one. The School prints the Care Plan and copies are held in the Common Rooms and with other relevant staff.

Emergency Procedures and Training
If a pupil needs to be taken to hospital, staff will always accompany them and will stay with them until a parent arrives. The school tries to ensure that the staff will be one the pupil knows.
The pupil's Care Plan informs what help they need in an emergency. A copy of the pupil's Care Plan is sent to the emergency care setting with the pupil.

Administration of Medication
See the Medicine Policy

School trips
The school is committed to providing a physical environment that is accessible to pupils with medical and/or health conditions; this includes out-of-school trips. The school recognises that this sometimes means changing activities or locations.

The school ensures the needs of pupils with medical and/or health conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.

Risk assessments
Risk assessments are carried out by the school prior to any out-of-school visit, with medical and health conditions also considered as part of this process. Factors the school considers include: how all pupils will be able to access the activities, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency. The school understands that there may be additional medication, equipment or other factors to consider when planning residential visits.

Review
In evaluating the policy, the school seeks feedback from key stakeholders including pupils, parents/carers (where applicable), specialist nurses and other relevant healthcare professionals, school staff and local emergency care services.

Last reviewed: April 2023

Next review: April 2024