

# Highfield Community Primary School

## Supporting Pupils with Medical Conditions Policy



Academic Year  
2021 – 2022

## Medical Care Policy for supporting all pupils including those with medical conditions:

### Overview

This school places the highest importance on the care, safety, well-being and health of its pupils and staff especially those with known medical conditions. This policy had been written to give clear guidelines about the appropriate action to be taken where a pupil is admitted to school with an identified medical condition or when any child or adult is unwell or has an accident. It should be read in conjunction with the Medicines Policy, the First Aid Policy, Intimate care Policy and Educational Visits Policy and the DfE guidance 'Supporting Pupils with Medical Conditions' Sept 2014.

### Objectives:

1. To ensure that good, effective and appropriate care is provided when a child is admitted to school with an identified medical condition or when any child or adult is unwell or has an accident in school or on a school occasion.
2. To ensure that the DfE guidance 'Supporting pupils with medical conditions' (Sept 2014) is known understood and followed and to ensure that appropriate training is provided for all staff and particularly for those with the care of pupils with medical conditions in line with DfE guidance (Sept 2014).

### Strategies:

1. Where a pupil is admitted to school with a medical condition, the school will liaise with parents, carers, relevant medical, clinical and other appropriate authorities to ensure that the child's individual needs are met and that they are given full access to the education provided for all pupils. Appropriate records will be kept.
2. All efforts will be made to fully involve a child in discussions about their medical support needs and, where appropriate, be supported to take responsibility for their own health needs.
3. The Headteacher and/or SENCO will make teachers and others who care for a pupil with a medical condition, aware of the medical condition and its needs and levels of care and support that are to be provided.
4. Appropriate training will be provided for all staff and particularly for those with the care of pupils with medical conditions in line with DfE guidance (Sept 2014). This will be facilitated by the SENCO and professional support and training sought where needed.
5. All medication is stored in appropriate conditions and in locked containers.
6. If any pupil including those with known medical conditions, is unwell in class or has an accident in school, the headteacher and/or first aider (or if the situation occurs out of school – the teacher in charge) will assess the pupil and decide on the appropriate action which may include giving care and first aid or calling for an emergency ambulance if a pupil is seriously unwell or injured or their known medical condition is causing concern.
7. In the event of a serious medical emergency requiring hospital treatment, an ambulance should be called immediately and the patient should be cared for by staff until medical help arrives. This will be recorded on PRIME.
8. In the event of a child in Nursery or Reception having an accident in school, staff should always seek the help and support of a Paediatric Trained First Aider who will then treat the child appropriately.

9. A pupil's parents will be contacted as soon as possible, whenever there is a medical emergency or if a pupil receives first aid treatment or has an accident. Where appropriate, the school will ask the parent/guardian to attend to support the pupil. Parents must always be notified if a child has a head injury, however minor it may appear at the time this will be via an accident reporting slip or phone call.
10. If in an accident or medical emergency, bodily fluids need clearing up the site staff will be called to deal with the matter. Waste will be disposed of in the correct bin located in the disabled toilet in Early Years.
11. The accident form (for recording accidents and other medical emergencies) must be completed by the member of staff who is present at the scene of an accident or medical emergency.
12. If the injured person is a member of staff, they are responsible themselves for completing the form in the appropriate accident book (supported by another member of staff if the injury dictates this). All accidents involving staff or adults will be recorded on PRIME where a visit to hospital or doctors surgery is advised.
13. If an accident or medical emergency occurs off the school premises the member of staff present should complete the Accident Form as soon as possible after returning to School.
14. The teacher in charge of any outing off the school premises has the responsibility for being acquainted with any specific medical needs or conditions of the pupils in his/her charge and have appropriate training in how to care for the child's subsequent medical needs.
15. Risk assessments must be carried out for all pupils especially those with known medical conditions on each trip. Prior to educational trips and visits, parents will be asked to complete a Consent Form and provision will be made to meet all risks and cover medical needs.
16. In the event that an accident occurs out of school and the family cannot be contacted, at least one member of staff should accompany the person to hospital. In no circumstances should any students be left unattended as a result of a member of staff accompanying the injured person to hospital; in this instance, an ambulance should be called.
17. Staff planning educational visits or journeys, should consider the level of First Aid cover that will be required and the specific support needed by pupils with known medical conditions.
18. A designated teacher (the SENCO) will be given overall responsibility for the care of pupils with known and identified medical conditions
19. A designated governor, Lynsey Green, will be nominated to oversee this policy and to report annually to the governing body on its effectiveness.
20. Valerie McFetridge, Teaching Assistant, is the lead trainer for the School's Defibrillator and takes responsibility for the administration and checks of the machine located in the school's family room.

## Conclusion:

This policy will ensure that where a child has a medical condition or where a child or adult is unwell or has an accident in school or on a school occasion, they are appropriately supported and cared for. It will ensure that the school does all that it reasonably can to give all pupils including those with a known medical condition full access to the education provided.