



The Southfield Trust

Medical Conditions Policy

Principles

The Southfield Trust is an inclusive community that aims to support and welcome pupils/students/students with medical conditions and to provide all pupils/students/students with all medical conditions the same opportunities as others.

In line with the Every Child Matters agenda, we will help to ensure that pupils/students with medical conditions can:

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

The Trust ensures all staff understand their duty of care to children and young people in the event of an emergency and feel confident in knowing what to do in an emergency. The staff understand that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or

misunderstood.

The Trust staff understand the importance of medication being taken as prescribed. The Trust staff understand the common medical conditions that affect pupils/students at our schools. Staff receive training on the impact medical conditions can have on pupils/students/students.

Procedures

We ensure that the whole school environment is inclusive and favorable to pupils/students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

Both schools use a Healthcare Plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required. Every pupil/student with a Healthcare Plan has their plan discussed and reviewed at least once a year.

Trust staff understand and are trained in what to do in an emergency for the most common serious medical conditions at our schools.

Both schools have clear guidance on the administration of medication as set out in our administration of medicines policy, including storage and recording.

Parents/carers 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.

Emergency medication is readily available to pupils/students who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.

All non-emergency medication is kept in a securely in a lockable cupboard in a cool dry place. Pupils/students with medical conditions know where their medication is stored and how to access it. Three times a year the identified member of staff checks the expiry dates for all medication stored at school.

All medication is supplied and stored in its original containers. All medication is labeled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.

If a pupil/student needs supervision or access to medication during home to school transport organised by the local authority, properly trained escorts are provided. All drivers and escorts have the same training as school staff, know what to do in a medical emergency and are aware of any pupils/students in their care who have specific needs. If drivers and escorts are expected to supervise or administer emergency medication they are properly trained and have access to the relevant Healthcare Plans.

All staff attending off-site visits are aware of any pupils/students with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other support necessary, including any additional medication or equipment needed.

If a pupil/student needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent/carer arrives. The Trust tries to ensure that the staff member will be one the pupil/student knows

Legislation

This policy has been written with regard to the Disability Discrimination Act 1995 (DDA), amended by the Special Educational Needs and Disability Act 2001 (SENDA) and the Special Educational Needs and Disability Act 2005. These acts make it unlawful for service providers, including schools, to discriminate against disabled people. Other relevant legislation includes the Education Act 1996, the Care Standards Act 2000, the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Medicines Act 1968.