



Get Active Sports

Engaging, Motivating, Empowering

Supporting Children with Medical Conditions Policy

Policy implementation

The Directors of Active Educational Learning are responsible in implementing this policy, they will:

- Ensure that staff are suitably trained
- Ensure that all relevant staff will be made aware of the child's condition
- Cover arrangements in case of staff absence or staff turnover to ensure someone is always available
- Brief supply teachers
- Carry out risk assessments for offsite visits, holidays, and other activities outside the normal timetable and monitor individual healthcare plans

Procedure to be followed when notification is received that a pupil has a medical condition

When our provision is notified that a pupil has a medical condition we will:

- make arrangements for any staff training or support
- make every effort to ensure that arrangements are put in place within two weeks
- not wait for a formal diagnosis before providing support to pupils

Individual healthcare plans

Our provision will send home a health questionnaire. Any parent reporting that their child has an ongoing medical condition such as asthma, epilepsy, diabetes or more complex medical condition will be asked to complete an Individual Healthcare Plan (IHP). It is a legal requirement that this is updated annually. At our provision we will ensure that plans are reviewed at least annually, or earlier if evidence is presented that the child's needs have changed. We will assess and manage risks to the child's education, health and social wellbeing, and minimises disruption.

Our IHP requires information about:

- The medical condition, its triggers, signs, symptoms and treatments the pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons
- specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
- The level of support needed (NB If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring)





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- Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional and cover arrangements for when they are unavailable
- Who needs to be aware of the child's condition and the level of support required
- Arrangements for written permission from parents and for medication to be administered by a member of staff, or self-administered by the pupil
- Arrangements or procedures required for activities outside of the normal provisions timetable that will ensure the child can participate, e.g. risk assessments
- What to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

Staff training and support

Staff are supported in carrying out their role to support pupils with medical conditions through appropriate training. Training needs are assessed regularly and training will be delivered through internal and external sessions.

Any member of staff providing support to a pupil with medical needs will have received suitable training.

No member of staff will give prescription medicines or undertake healthcare procedures without appropriate training or instruction (updated to reflect requirements within individual healthcare plans).

The child's role in managing their own medical needs

Where children are deemed competent to manage their own health needs and medicines by their parents and medical professional, they will be supported to do this.

Managing medicines on our provision's premises

- Medicines will only be administered onsite when it would be detrimental to a child's health or attendance not to do so
- No child will be given prescription or non-prescription medicines without their parent's written consent
- We will never give medicine containing aspirin unless prescribed by a doctor
- Medication, e.g. for pain relief will **never** be administered without first checking maximum dosages and when the previous dose was taken
- Where clinically possible, we will expect that medicines will be prescribed in dose frequencies
- All medications will be kept locked securely out of reach of children





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We will only accept prescribed medicines if they:

- Are in-date and have a pharmacy label
- Are provided in the original container as dispensed by a pharmacist
- Include instructions for administration, dosage and storage. *(NB The exception to this is insulin, which must still be in date, but will generally be available inside an insulin pen or a pump, rather than in its original container)*
- All medicines will be stored safely
- Children will know where their medicines are at all times
- Where relevant, they will know who holds the key to the storage facility
- The Supervisor on site will administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines will do so in accordance with the prescriber's instructions.
- We will keep a record of all medicines administered to individual children, stating what, how much was administered, when and by whom and the parent/Guardian will be informed.

Non-prescribed medicines

At our provision we will administer non-prescription medicines.

We will administer non-prescribed medicines on request of the parent if they:

- Are in sealed packaging/unopened bottle
- Are in clearly identifiable packaging
- And on a short term basis
- We will strictly follow the administration instructions. And if have any concerns will contact the parent.

Record keeping

We will ensure that written records are kept of all medicines administered to children.

We recognise that records offer protection to staff and children and provide evidence that agreed procedures have been followed. Parents will be informed if their child has been unwell at our provision.

Emergency procedures

Our provision's policy sets out what should happen in an emergency situation.

Where a child has an individual healthcare plan, this will clearly define what constitutes an emergency and provide a process to follow. All relevant staff will be made aware of the emergency symptoms and procedures. We will ensure other children know what to do in the event of an emergency i.e. informing a member of staff immediately if they are concerned about the health of another child.

Where a child is required to be taken to hospital, a member of staff will stay with the child until their parents arrive, this includes accompanying them to hospital by ambulance if necessary (taking any relevant medical information, care plans etc).





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To request an ambulance – dial 999, ask for an ambulance and be ready with the information below. Speak clearly and slowly and be ready to repeat information, if asked.

1. The schools telephone number and or Get Active Telephone number on site (tablet)
2. Your name, role
3. The provisions location
4. Exact location of the patient
5. Name of the patient and description of symptoms
6. Inform ambulance control of the best entrance to use and state that the crew will be met and taken to the patient

Sporting activities

We always actively support pupils with medical conditions to participate in sporting activities, and not prevent them from doing so.

At Get Active Sports we believe it to be unacceptable practice to:

- 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 activities, unless this is specified in their individual healthcare plans
- If the child becomes ill, sit them out unaccompanied away from the staff or with someone unsuitable
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively

Complaints

If you have a complaint about how your child's medical condition is being supported in school please contact our office team on: 01344 860868

