



SOMERHILL

SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY

Owner: Bursar

Reviewed: November 2024

Next Review: November 2025



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Supporting pupils at Somerhill School with Medical Conditions

Policy Statement:

Somerhill School is an inclusive community that welcomes and supports pupils with medical conditions. Our aim is to ensure that all children with medical conditions are properly supported in school and can have a full and active role in school life, remain healthy and achieve their academic potential. The school provides all pupils with any medical condition the same opportunities as others at school. We recognise that some children may require on-going support, medicines, or care to keep themselves well, while others will only require support or medicines for a specific time frame. The school will ensure that an individual receives the appropriate care as advised by a healthcare professional. We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution

Somerhill School makes sure all staff understand their duty of care to children and young people in the event of an emergency. Policies, protocols and individual health care plans are in place, so that staff feel confident in knowing what to do in an emergency.

The school understands that some medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood. Our individual health care plans and staff training seek to ensure that all staff know how to manage an individual's medical condition safely.

Somerhill School understands the importance of medication in the management of medical conditions. Staff who may need to administer emergency medication for a pupil attending the school with a medical condition are given training to do this competently.

All staff have access to individual health care plans, so that they can understand the medical conditions that affect pupils at this school.

Staff receive training on the impact medical conditions can have on pupils.

The school matrons are responsible for the medical conditions policy and its implementation.

This policy has been written with reference to:

1. 'Supporting pupils at school with medical conditions: Statutory guidance for governing bodies of maintained school and proprietors of academies in England' Department for Education December 2015.
2. [Health Conditions in Schools Alliance \(medicalconditionsatschool.org.uk\)](http://medicalconditionsatschool.org.uk).



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1. Somerhill school is an inclusive community that supports and welcomes pupils with medical conditions.

- Somerhill is welcoming and supportive of pupils with medical conditions. Children with medical conditions are given the same opportunities and access to activities (both on the school site and on school trips) as other pupils.
- No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.
- This school will listen to the views of pupils and parents/guardians.
- Every effort is made to ensure that pupils and parents feel confident in the care they receive from Somerhill and that the level of that care meets their needs.
- Staff are helped to understand the medical conditions of pupils at this school and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.
- Staff review the school's individual health care plans and familiarise themselves with the register of children with medical conditions at the start of the academic year. Form tutors who have a child in their class with a medical condition can visit the school matron, who will explain the individual health care plan and can arrange the training needed to administer emergency medication to an individual, as directed by the healthcare plan.
- All staff at Somerhill understand their duty of care to children and young people and know what to do in the event of an emergency.
- All staff at the school will familiarise themselves with the Medical Conditions Policy.
- The staff at Somerhill understand that all children with the same medical condition will not have the same needs.
- The school recognises that duties in the Children and Families Act 2014, the Equality Act 2010 and the Disability Discrimination Act 1995 relate to children with disability or medical conditions and are anticipatory.

2. This school's Medical Conditions Policy is drawn up by the School Matron in consultation with the school staff and governors.

3. The Medical Conditions Policy is available for parents to read in full on the Parent Portal. All new staff are required to read the Medical Conditions Policy as part of their induction programme.



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4. All children with a medical condition at Somerhill School have an Individual Healthcare Plan (IHP).

- An IHP details exactly what care a child needs in school, when they need it and who is going to deliver it.
- It also includes information on the impact any health condition may have on a child's learning, behaviour or classroom performance.
- The IHP is drawn up in collaboration with the child (if appropriate) their parent/guardian, the School Matron, other relevant school staff and the child's healthcare professionals, ideally a specialist if the child has one.

5. All staff working closely with a child with a medical condition at Somerhill receive additional training – in addition to their Paediatric First Aid training – to ensure they understand and are trained in what to do in a medical emergency.

- All school staff are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency.
- All temporary or supply staff who will be working closely with a child at the school with a medical condition will be made aware of that condition, the contents of their IHP and what their duty of care is to the pupils in an emergency.
- All staff receive training in what to do in an emergency.
- At Somerhill the child's IHP explains what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.

6. All staff understand and are trained in the school's general emergency procedures.

- All staff, including temporary or supply staff, know what action to take in an emergency and receive updates at least yearly.
- If a pupil needs to attend hospital, the school matron and a member of staff (preferably known to the pupil) will stay with them until a parent arrives or accompany a child to hospital by ambulance.

7. Somerhill school has clear guidance on providing care, support and administering medication at school (Medicines Management Policy).

- All staff at Somerhill understand the importance of medication being taken and care received as detailed in the pupil's IHP.
- The school will make sure that there is more than one member of staff who have been trained to administer the medication and meet the care needs of an individual



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child. This includes staff accompanying the child on school trips or to offsite sports fixtures and other events.

- Somerhill will ensure that there are enough staff trained to cover any absences, staff turnover and other contingencies.
- The school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- The school will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent.
- When administering medication, for example pain relief, the school will check iSAMS to ensure that consent has been given for the administration of the medication. The School Matron will check whether medication has been given that day already and at what time. This may involve telephoning the child's parent/guardian to clarify. The maximum dosage will be checked, alongside any contra-indications. Parents will be informed of the name, dose, and time that the medication was administered and for what purpose via email.
- We will not give a pupil under 16 aspirin unless prescribed by a doctor.
- The school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including residential trips.
- Parents/guardians at this school understand that they should let the school know immediately if their child's needs change.
- If a pupil misuses their medication, or anyone else's, their parent/guardian is informed as soon as possible, and the school's disciplinary procedures are followed.

8. Somerhill School has clear guidance on the storage of medication and equipment at school. (Medicines Management Policy)

- The school makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the school and during off-site activities and is not locked away. Emergency medication is carried in a bright orange bum bag by the pupils in Pre-Prep. Prep pupils may carry their emergency medication with them if they wish/this is appropriate.
- Pupils may carry their own medication/equipment, or they should know exactly where to access it. Prep pupil's emergency medication is kept in the medical room. There is school held automated adrenaline injectors in the dining hall, medical room, reception post room and in the Bickmore Hall first aid room. There are emergency asthma inhalers with spacers in the swimming pool first aid room and Bickmore Hall first aid room, as well as the medical room.



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- Somerhill School keeps all controlled drugs in a controlled drug cupboard in the Medical Room. Staff can administer a controlled drug to a pupil once they have had Medicine Management training.
- The school will make sure that all medication is stored safely and that pupils with medical conditions know where they are and have access to them immediately.
- The school will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.
- Parents are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term.
- The school disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.
- The school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
- The school makes sure that all staff providing support to a pupil and other relevant teams have received suitable training and ongoing support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by the specialist nurse/School Matron/other suitably qualified healthcare professional and/or the parent. The specialist nurse/other suitably qualified healthcare professional will confirm their competence, and this school keeps an up-to date record of all training undertaken and by whom.

9. Somerhill school has clear guidance about record keeping and data protection (Information Governance Policy)

- Parents at Somerhill are asked if their child has any medical conditions on the enrolment form.
- The school uses an IHP to record the support an individual pupil needs around their medical condition. The IHP is developed with the pupil (where appropriate), parent, the school matron, other appropriate school staff, a specialist nurse (where appropriate) and relevant healthcare services.
- The IHP's are kept in the Medical Room. They are also available on the staff intranet so that staff can familiarise themselves with those children who have an IHP and what care needs they require at school and in a medical emergency.
- IHPs are regularly reviewed. A formal review yearly, and an informal review whenever the pupil's needs change.



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- The School Matrons are responsible for writing and reviewing the IHP's.
- The school makes sure that the pupil's confidentiality is protected.
- Somerhill will seek permission from parents before sharing any medical information with any other party.
- The School Matrons may meet with the pupil (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and plan for any extra care requirements that may be needed. This is recorded in the pupil's IHP which accompanies them on the visit.

10. Somerhill is committed to ensuring that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

- Somerhill has extensive grounds and sporting facilities, including a swimming pool, play equipment and woodlands. We are committed to providing equal access to these environments for pupils with medical conditions. Parents/guardians and pupils (where appropriate) are consulted to ensure this accessibility. The school is also committed to an accessible physical environment for out-of-school activities.
- The school makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's Anti Bullying Policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- We understand the importance of all pupils taking part in physical activity. Relevant staff will make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out-of-school clubs and team sports.
- All staff are aware that pupils should not be forced to take part in activities if they are unwell. Staff are also aware of pupils who have been advised to avoid/take special precautions during activity and the potential triggers for a pupil's medical condition when exercising and how to minimise these.
- The school makes sure that pupils have the appropriate medication/equipment/food with them during physical activity. Games staff will collect the necessary emergency medication for the child when playing sports or matches in the grounds or when leaving for matches off site. All medication is collected by trip leaders before leaving school grounds.



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- Somerhill makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.
- All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. Somerhill does not penalise pupils for their attendance if their absences relate to their medical condition.
- The school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the Learning support team who will liaise with the pupil (where appropriate), parent/guardian, the School Matron, the pupil's teachers and the pupil's healthcare professional (if appropriate).
- Pupils at Somerhill learn what to do in an emergency.
- Somerhill makes sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required (see School Trips Policy).

11. Somerhill is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working with the Allergy Team towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this (see Somerhill Allergy Policy)

- Somerhill is committed to identifying and reducing triggers both at school and on out-of-school visits (see School Trips Policy and Somerhill Allergy Policy).
- School staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers.
- All pupils whose medical condition is triggered by an allergic response has a school held Allergy Action Plan with a list of the triggers for pupil and how to respond in an emergency.
- Somerhill IHP's also detail an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, considering the needs of pupils with medical needs.
- Risk assessments are also carried out, as needed for individual pupils, to ensure their safety during on-site activities.
- The school reviews all medical emergencies and incidents to see how they could have been avoided and changes school policy according to these reviews.



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12. Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), Somerhill will work with the local authority, education provider and parents/guardians to ensure that the child receives the support they need to reintegrate effectively.

- The school is committed to keeping in touch with a child when they are unable to attend school because of their condition. This contact is maintained by the child's form tutor and the Deputy Head Pastoral.

13. School staff understand their roles and responsibilities in maintaining and implementing an effective Medical Conditions Policy.

- Somerhill works in partnership with all relevant parties including the pupil (where appropriate), parent, School Matron, school's governing body, all school staff, catering staff, employers, and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

14. The Medical Conditions Policy is regularly reviewed, evaluated and updated. Updates are produced every year.

- In evaluating the policy, Somerhill seeks feedback from the pupils, parents, the School Matron, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services and the school governors. The views of pupils with medical conditions and their families are central to our evaluation process.