



The Birtenshaw Group

Transforming Lives

Birtenshaw Education Services Supporting Pupils with Medical Conditions Policy

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Many of the pupils supported at Birtenshaw Education Services' have complex and long term medical conditions. This Policy statement should be read in conjunction with the organisation's Administration and Storage of Medication Policy. CP1

Policy Statement

Birtenshaw Education Services' is an inclusive community, which supports and welcomes pupils with complex health needs, including those with diagnosed medical conditions.

Birtenshaw Education Services' aim to provide all pupils with medical conditions and/or health need the same opportunities as others at the school.

Birtenshaw Education Services' recognise the importance of preparing learners for life in modern Britain, therefore our policies reflect this ethos and incorporate fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

Procedures

All staff understand and are trained in the general emergency and First Aid Procedures. Staff also receive additional training as required to support specific learner's needs such as epilepsy, gastrostomy feeding and so on.

All staff are able to support any learner who requires personal care as a result of their disability or medical condition

All staff understand what best practice and unacceptable practice is regarding learners with medical conditions.

The school ensures that the environment is inclusive and favourable to learners with medical conditions where practicably possible. This includes the physical environment, as well as social, sporting and educational activities.

The needs of learners with medical conditions are considered to ensure they have involvement in structured and unstructured social activities and access to activities.

Full health and safety risk assessments are carried out on all activities before they are approved, taking into account the needs of learners with medical conditions.

Following any accident or medical emergency, a review is completed to see how they could have been avoided and appropriate changes to plans and risk assessments are made.

Roles and Responsibilities

The Head of Service is responsible for

- Informing relevant staff of medical conditions
- Overseeing the management and provision of support for learners with medical conditions
- Arranging training for identified staff
- Ensuring that staff are aware of the importance to communicate necessary information about medical conditions and where necessary, take the lead in communicating this information
- Ensuring risk assessment for visits and other activities outside of the normal timetable are in place
- Developing, monitoring and reviewing Individual Healthcare Plans with healthcare professionals
- Working together with parents, learners, healthcare professionals as well as other agencies

Teachers and Support Staff are responsible for

- The day to day management of the medical conditions of learners they work with, in line with training received, as set out in Individual Healthcare Plans
- Working with the named person ensuring that risk assessments are carried out

Individual Healthcare Plans

- An Individual Healthcare Plan will be written for learners with a long term or complex medical condition. It will clarify what needs to be put in place, when it needs to be in place and by whom it should be arranged. This includes

information about the learner's condition, special requirements, medicines, emergencies and action in the case of an emergency

Administration of Medicines (See Policy CP1)

- Consent from parents/carers must be received before administering any medication to a pupil.
- Only staff trained in the administering of medication will administer medication
- Medicines will only be accepted for administration if they are:
 - Prescribed
 - In-date
 - Labelled with the learner's details
 - Provided in the original container, as dispensed by a pharmacist and include instructions for administration, dosage and storage
 - The exception to this is 'Insulin' which will generally be available inside an insulin pen or pump, rather than in its original container
 - All medication will be stored in a secure place, e.g. a locked filing cabinet or medicines cupboard. Learners and education staff should know where their medicines are stored
 - Written records will be kept detailing all medication administered to learner's
- Where over the counter medication are required to be administered, parents are required to complete the "home remedies" consent form.

Action in Emergencies

- Request an ambulance – dial 999 and be ready with the information below.
- Speak slowly and clearly and be ready to repeat information if asked
 - The school/college telephone number:
 - Your name
 - Your location
 - Provide the exact location of the person requiring assistance
 - Provide the name of the person requiring assistance and a brief description of their symptoms
 - Inform ambulance control to enter the site using the main entrance and give clear directions about which is the closes entrance to the incident.
- Ensure staff are ready to meet the ambulance crew on arrival and give additional direction
- A senior member of staff should contact the parents/carers immediately to inform them of the situation
- A member of staff should stay with the learner until the parent/carer arrives. If a parent/carer does not arrive before the learner is transported to the hospital, a member of staff should accompany them in the ambulance