



SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY

INTRODUCTION Sporting chances are committed to providing outstanding educational opportunities for all our students. Supporting the health and wellbeing of students. This policy applies to all Sporting chances provisions.

RATIONALE: This policy seeks to ensure that pupils with medical needs are able to integrate fully into sporting chances life. The aim of this policy is to ensure that: All staff understand that medical conditions should not be a barrier to learning. Pupils at sporting chances with medical conditions should be properly supported so that they have full access to education, including trips and physical education. The provision ensures staff understand their duty of care to children and young people and their expected actions in the event of an emergency. Parents/carers have the prime responsibility for their child's health and should provide the provision with information about their child's medical condition. Parents/carers, and the child if appropriate, should obtain details from their child's General Practitioner (GP) or paediatrician, if needed. Parents/carers should provide the provision staff with full information about their child's medical needs, including details on medicines their child needs.

POLICY GUIDELINES : Sporting chances promote an ethos of equality and mutual respect throughout our provision. All pupils should be afforded equality of opportunity in terms of learning and extracurricular activity. Sporting chances staff will strive to ensure that pupils with medical conditions are not excluded from full participation within the provision and that parents/carers feel secure in the care their child receives at sporting chances . Where possible, pupils will be supported and encouraged to take control of their health and proactively manage their condition. All management of health conditions within sporting chances is undertaken with the full understanding of the provision duty of care to pupils, including in the event of an emergency. Where students and/or staff are known to have severe/life threatening allergies, Managers should enact suitable measures to manage that risk as far as possible (for example, a site-wide ban on the allergen in question). Staff are expected to comply with any such arrangements as with all other safeguarding measures. Sporting chances pupils are informed and reminded of this policy and related procedures through such channels as regular discussions .Parents/carers are notified of policy updates via sporting chances website . Staff receive regular training and updates related to supporting pupils with medical conditions, and are additionally able to access all Sporting chances policies via the website.

SUPPORT FOR PUPILS WITH MEDICAL NEEDS: Staff administering medication will act in the student's best interest to support the student and promote the safest and most effective delivery of the medication required. Consents, risk assessments (where necessary), support plans and safeguarding will be adhered to in all instances. Prescribed medicines, Medicines should only be brought to sporting chances when essential; that is, where it would be detrimental to a child's health if the medicine were not administered during the day. Sporting



chances can only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the name of the pupil, prescriber's instructions for administration, dosage and storage. Sporting chances cannot accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions. It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside of provision hours. Parents/carers are requested to ask the prescriber about this. It is to be noted that medicines that need to be taken three times a day could be taken in the morning, after provision hours and at bedtime. Where the staff agrees to administer a prescribed medicine it must be in accordance with a written consent and agreement of planned care with parents/carers. Staff should check that the medicine has been administered without adverse effect to the child in the past and that parents/carers have confirmed this is the case. Non-prescription medicines Staff should never give a non-prescribed medicine to a child unless there is specific prior written permission from the parent or carer. Where the staff agrees to administer a non-prescribed medicine it must be in accordance with a written consent and agreement with parents/carers. Staff should check that the medicine has been administered without adverse effect to the child in the past and that parents/carers have confirmed this is the case. Parents/carers should be contacted prior to administration to confirm previous administration details. Where a non-prescribed medicine is administered to a child it should be recorded. Children under 16 should never be given medicine containing aspirin unless prescribed by a doctor. Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents/carers should be informed. Short-term medical needs Many children will need to take medicines during the day at some time during their time in school. This will usually be for a short period only, such as to finish a course of antibiotics or to apply a lotion. However, such medicines should only be taken to school where it would be detrimental to a child's health if it were not administered during the day. Again they must be supplied in their original container, with the pupil's name, prescriber's dosage administration and storage instructions and written consent from a parent or carer. Long-term medical needs and emergency treatment The Manager needs to know about any particular needs before a child is admitted, or when a child first develops a medical need. For children who attend hospital appointments on a regular basis, special arrangements may also be necessary. It is often helpful to develop a written health care plan for such children, involving the parents/carers and relevant health professionals. This can include: Details of the child's condition Special requirement e.g. dietary needs, pre-activity precautions. Any side effect of the medicines What constitutes an emergency What action to be taken in an emergency What not to do in the event of an emergency Who to contact in an emergency. Self-management It is good practice to support and encourage children, who are able, to take responsibility to manage their own medicines from a relatively early age and sporting chances encourages this. Children with a long-term illness should, whenever possible, assume complete responsibility under the supervision of their parent or carer. Children develop at different rates and so the ability to take responsibility for their own medicines varies. This should be borne in mind when making a decision about transferring responsibility to a child or young person. There is no set age when this transition should be made. There may be circumstances where it is not appropriate for a child of any age to self-manage. Health professionals need to assess, with



parents/carers and children, the appropriate time to make this transition. If required, staff will supervise children's access to and administering of their medicine. For conditions such as asthma, diabetes and severe allergies children are allowed to carry their own medication. There may be circumstances where it is not appropriate for a child of any age to self-manage. If required, staff will supervise children's access to and administering of their medicine. Please note that children carrying medicines will be expected to store and use their medicines responsibly and not abuse, share or give their medicine to others. Parents/carers should complete the form and return it to sporting chances. Where children have been prescribed controlled drugs these should be kept in safe custody. However, children can access them for self-medication if it is agreed that this is appropriate. Children with a short term need to finish a course of prescribed medicine may also bring their medicines to sporting chances. The child may either be responsible for them or ask the relevant staff to look after the medication. The parent/carer should determine which they feel is appropriate for their child. Refusing medicines If a child refuses to take medicine, staff will not force them to do so. Where medication is administered at the provision on a regular basis a record will be kept using this form. Trips and visits Children with medical needs will be encouraged to participate in trips and visits. It may be that an additional supervisor, a parent/carer or another volunteer might be needed to accompany a particular child. Arrangements for taking any necessary medicines will also need to be taken into consideration. Staff supervising excursions should always be made aware of any medical needs. Drug error In the event that any medication is given in error, either to the wrong pupil or the wrong medication to the pupil, appropriate action must be taken as follows: 1. Report the incident immediately to the manager. 2. Report the incident to the pupil's next of kin/guardian/home manager as appropriate. 3. Investigate the matter of how and why the incident occurred and complete a risk assessment to place appropriate controls to prevent any reoccurrences. 4. Ascertain risk with advice from Guys and St. Thomas Poison/ Toxbase unit as required 5. Discipline as necessary.

STORAGE AND DISPOSAL OF MEDICINES All medicines should be stored safely. Children should know where their medicines are at all times and be able to access them. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers. This is particularly important to consider when outside of school premises, e.g. on school trips. When no longer required, medicines should be returned to the parent or carer to arrange for safe disposal. Written records must be kept of all medicines administered to pupils.

STAFF TRAINING: Staff at Sporting chances receive training on general emergency procedures, including medical emergencies. Training is given during the induction process and at regular intervals afterwards. This includes how to contact emergency services and what information to give, and who to contact within Sporting chances. Staff are aware of the most common serious medical conditions they are likely to encounter at sporting chances and understand the importance of good management of health conditions. Staff who work with groups of pupils should have received suitable training and know what to do in an emergency for the pupils in their care with medical conditions. Staff will not give prescription medicines or undertake healthcare procedures without appropriate training (updated to reflect any individual healthcare plans). In some cases, written instructions from the



parent/carer or on the medication container dispensed by the pharmacist will be considered sufficient; decisions will be made taking into consideration the training requirements as specified in the pupil's individual healthcare plan if there is one.

ROLES AND RESPONSIBILITIES : Parents/carers will: Provide sporting chances , with sufficient information about their child's medical needs if treatment or special care is needed. Ensure that information held by sporting chances on their child's medical needs is kept up to date. Keep their child at home if the child is acutely unwell, in order to reduce the spread of infection. This is to protect other children with medical conditions such as asthma and diabetes, for whom illness can produce complications. Monitor support for pupils with medical conditions within the sporting chances , including staff training. The Manager will: Ensure that this policy and related documentation are implemented throughout the provision. Monitor support for pupils with medical needs via regular reports and data monitoring. Ensure that sufficient staff have received suitable training and are competent to take on responsibility for children with medical conditions. Ensure that suitable cover arrangements are in place to manage pupils' medical needs in case of staff absence. Ensure staff training on general emergency procedures and common emergencies relating to medical conditions is up to date. Ensure that medication and equipment relating to pupils' support needs is properly and securely stored while on school premises. Delegate a staff member to check the expiry date of medicines kept and maintain a medical conditions register. Oversee the development and review of individual healthcare plans and risk assessments where necessary. All staff will: Ensure they understand and abide by this policy and related documentation. Ensure that day to day activities are inclusive and open to all wherever possible. Ensure they are familiar with all general emergency procedures and common emergencies relating to medical conditions. Know which pupils in their care have a medical condition and be familiar with the content of the pupil's healthcare plan. Maintain effective communication with parents/carers, including informing them if their child has been unwell at . Ensure pupils who carry their medication with them have it when they go on a visit. Be aware of pupils with medical conditions who may be experiencing bullying or need extra social support. Understand the common medical conditions and the impact it can have on pupils (pupils should not be forced to take part in any activity if they feel unwell). Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in. Ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed. Not distribute prescription medication or undertake a medical procedure without appropriate training/updated to reflect the individual care plan. staff will: . Be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it. Pupils will: Treat other pupils with and without a medical condition equally. Tell their parents/carers, teacher or nearest staff member when they are not feeling well. Let a member of staff know if another pupil is feeling unwell. Treat all medication with respect. Know how to gain access to their medication in an emergency. If mature and old enough, know how to take their own medication and to take it when they need it. Help provide regular training for staff in managing the most common medical conditions and advising training on less common conditions. If a student becomes ill, send them to the provision Manager.



CONFIDENTIALITY The Manager and staff will always treat medical information confidentially. The Manager will agree with the child where appropriate, or otherwise the parent/carer, who else should have access to records and other information about a child. If information is withheld from staff they should not generally be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith.