

**CITY OF LONDON SCHOOL  
LONG-TERM MEDICAL CONDITIONS POLICY**

**1. Introduction**

- 1.1** This policy has been devised by the School Nurse for use by PARENTS, PUPILS and SCHOOL STAFF.

**AIM:**

The aim of the policy is to provide clear guidance and information on how CLS ensures promotion of an inclusive community that supports and welcomes pupils with long-term medical conditions, providing pupils with medical conditions the same opportunities as other pupils at the School.

The policy deals with the following areas:

- 1.2** Acquiring and sharing information about long-term medical conditions.
- 1.3** Staff training about common long-term medical conditions.
- 1.4** Medication associated with long-term medical conditions.
- 1.5** The Equality Act 2010.

The policy has been approved by the School's Board of Governors and adheres to the principles set out by the Nursing and Midwifery Council guidelines on the Storage and Administration of Medicines, and also to the Department of Health's Managing Medicines in Schools and Early Years Settings documents.

The policy is to be reviewed on a three yearly basis.

**2 Acquiring and sharing information about long-term medical conditions:**

- 2.1** On entrance to CLS a MEDICAL FORM must be completed and returned. This includes the opportunity to share information about long-term medical conditions. Should the need arise, this information is followed up by the School Nurse and Individual Care Plans are drawn up for each pupil with specific needs in relation to their condition.
- 2.2** Should a long-term medical condition be diagnosed or should the management of an existing condition change during the course of a

pupil's time at CLS, it is the responsibility of parents to update the school, via the School Nurse, using the 'CHANGE OF MEDICAL INFORMATION ON RECORD' form. The School Nurse can provide copies of these. See Appendix 1A.

- 2.3** CLS understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood. Though information is held confidentially, it may be shared at the discretion of the School Nurse / Second Master when it is deemed necessary for other members of CLS staff or other health professionals to have this knowledge.

### **3 Staff training about common medical conditions**

- 3.1** There are certain medical conditions which CLS believes necessitate training for all staff to ensure that staff feel confident in encouraging and managing pupils with long-term medical conditions. These include: Anaphylaxis, Asthma, Diabetes and Epilepsy, though this is not an exhaustive list. CLS aims to provide regular basic training on recognition and management of these conditions for relevant staff during staff training days.

Staff should also access reference material provided on the Staff Shared Area of the desktop to keep knowledge up to date, thereby ensuring that ALL staff are aware of common medical conditions and how they may impact pupils in their care.

Having accessed such information, staff are required to ensure that they make any necessary adjustments to ensure that pupils with a long-term medical condition are not endangered or hindered from participation by the classroom environment or by activities associated with lessons.

Notices, produced by the School Nurse, displaying notes for handling Epilepsy and seizures are to be displayed in all classrooms.

- 3.2** Staff intending to take pupils with specific conditions on trips or visits away from the main CLS site at Queen Victoria Street should ensure that they, or another member of staff accompanying them on the trip, feel confident and competent to manage the condition of all pupils before embarking on the trip. Should this not be the case, alternative arrangements to cater for the management of specific conditions should be investigated with the School Nurse and, if reasonable, action taken to ensure all pupils are able to participate safely. Occasionally, however, a long term medical condition may preclude a boy from taking part in a school activity or trip, when the responsibility is deemed more than can be reasonably expected for teachers or a host family.

- 3.3** Should staff wish to learn more about a specific medical condition, they are encouraged to seek out the School Nurse and agree a time when this can be arranged.

#### **4 Medication associated with long-term medical conditions**

- 4.1** In line with the Medications Policy, the administration of any medication should be scheduled outside of school hours if possible. If, however, it is required at school, the Controlled Drug or Prescription Medication will be stored in school but only if it is accompanied by a MEDICATION FORM and if the medication complies with the relevant criteria. (Copies of these forms are also available from the School Nurse. See Appendix 1B) Please see the Medication Policy for further details.

#### **5 The Equality Act 2010**

- 5.1** A person is disabled under the Equality Act 2010 if they have a physical or mental impairment that has a 'substantial' (*defined as more than minor or trivial - eg it takes much longer than it usually would to complete a daily task like getting dressed*) and 'long-term' (*defined as 12 months or more - eg a breathing condition that develops as a result of a lung infection*) negative effect on their ability to do normal daily activities.
- 5.2** CLS welcomes pupils with a disability. Parents and pupils or current or prospective pupils can feel confident that the School is aware of and adheres to the Equality Act 2010 legislation covering people with a disability.
- 5.3** The Equality Act 2010 deals with the way in which schools treat pupils and prospective pupils with a disability. CLS recognises the duty to ensure that pupils with a disability do not experience discrimination because of their condition and will make all reasonable adjustments to provide auxiliary aids and services to pupils as necessary.
- 5.4** CLS seeks to alleviate disadvantages experienced or anticipated by pupils with a disability. In consultation with pupils, parents and health care workers, CLS will aim to meet the particular needs of pupils, once identified, wherever possible.

**Approved: 26/06/13**

**Review: 26/06/16**