



A world in which Autism is celebrated.

Registered Charity No. 1152188

Health and Safety

21a. Medical Conditions Policy

Policy statement

Sunbeams offers an inclusive community that welcomes and supports children and young people with medical conditions.

Sunbeams will help to ensure that our members can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic wellbeing as they transition to adulthood.

Sunbeams makes sure all staff understand their duty of care to children and young people in the event of an emergency.

All staff feel confident in knowing what to do in an emergency.

Sunbeams understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood. Sunbeams understands the importance of medication and care being taken as directed by healthcare professionals and parents. All staff understand the medical conditions that affect the children and young people who attend Sunbeams. Staff receive training on the impact medical conditions can have on our children and young people. The management team are responsible for these medical conditions policy and its implementation is:

- Sunbeams is welcoming and supportive of children and young people with medical conditions. They provide children and young people with medical conditions with the same opportunities and access to activities (both center based and out in the community) as other children and young people. No child or young person will be denied admission or prevented from taking up a place because arrangements for their medical condition have not been made.

- Sunbeams will listen to the views of children, young people and parents and carers.
- Children, young people and parents feel confident in the care they receive from Sunbeams and the level of that care meets their needs.
- Staff understand the medical conditions of the children and young people at Sunbeams and that they may be serious, adversely affect a child's quality of life and impact on their ability to play and learn.
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- Sunbeams understands that all children with the same medical condition will not have the same needs.
- Sunbeams recognises that duties in the Children and Families Act 2014 (England only), the Equality Act 2010 (England, Wales and Scotland) and the 1995 Disability Discrimination Act (Northern Ireland only) relate to children with disability or medical conditions and are anticipatory.

All children with a medical condition should have an individual healthcare plan (IHP).

- An IHP details exactly what care a child needs, when they need it and who is going to give it.
- It should also include information on the impact any health condition may have on a child's learning, play and behaviour.
- This should be drawn up with input from the child (if appropriate) their parent/carer, relevant Sunbeams staff and healthcare professionals, ideally a specialist if the child has one. All staff understand and are trained in what to do in an emergency for children with medical conditions.
- All staff are aware of the medical conditions at Sunbeams and understand their duty of care to children and young people in an emergency.
- All staff receive training in what to do in an emergency and this is refreshed at least once a year.
- A child's IHP should, explain what help they need in an emergency. The IHP will accompany a child or young person should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.

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

- All staff know what action to take in an emergency and receive updates at least yearly.
- If a child or young person needs to attend hospital, a member of staff (preferably their key person) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. They will not take children or young people to hospital in their own car.

Sunbeams has clear guidance on providing care and support and administering medication at the center.

- Sunbeams understands the importance of medication being taken and care received as detailed in the child or young persons IHP.
- Sunbeams will make sure that there is more than one member of staff who has been trained to administer the medication and meet the care needs of an individual child. Sunbeams will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies.
- Sunbeams will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances, and every effort will be made to encourage the child or young person to involve their parent, while respecting their confidentiality.
- When administering medication, for example pain relief, Sunbeams will check the maximum dosage and when the previous dose was given. Parents will be informed. Sunbeams will not give anyone under 16 aspirin unless prescribed by a doctor.
- Parents and carers understand that they should let the Sunbeams know immediately if their child's needs change.

Sunbeams has clear guidance on the storage of medication and equipment at the center.

- Sunbeams will make sure that all medication is stored safely, and that children and young people with medical conditions know where they are at all times
- Sunbeams 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 each session, and to provide in-date medication at the start of each session.

Sunbeams has clear guidance about record keeping.

- Parents and carers are asked if their child has any medical conditions on the registration form.
- Sunbeams uses an IHP to record the support an individual children's needs around their medical condition. The IHP is developed with the child (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.
- IHPs are regularly reviewed, at least every year or whenever the child's needs change.
- The child (where appropriate) parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Sunbeams staff are made aware of and have access to the IHP for the children in their care.

- Sunbeams makes sure that the child's confidentiality is protected.
- Sunbeams keeps an accurate record of all medication administered, including the dose, time, date, and supervising staff.
- Sunbeams makes sure that all staff providing support to a child 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 child's IHP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence, and Sunbeams keeps an up-to-date record of all training undertaken and by whom.
- Sunbeams makes sure the needs of children and young people with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities.
- Sunbeams understands that all relevant staff are aware that children and young people should not be encouraged to take part in activities if they are unwell. They should also be aware of children and young people who have been advised to avoid/take special precautions during activity, and the potential triggers for their medical condition and how to minimise these.
- Sunbeams makes sure that children and young people with medical conditions can participate fully in all activities and enjoy the same opportunities as any other child, and that appropriate adjustments and extra support are provided.
- Sunbeams staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a child's medical condition.
- Children and young people at this Sunbeams learn what to do in an emergency.
- Sunbeams makes sure that a risk assessment is carried out before any out-of-center visit. The needs of those 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.

Sunbeams is aware of the common triggers that can make common medical conditions worse or can bring on an emergency.

- Sunbeams is committed to identifying and reducing triggers both at school and on out-of-school visits.
- The IHP details an individual child's triggers and details how to make sure the child remains safe throughout the whole session at Sunbeams. Risk assessments are carried out on all out-of-center activities, taking into account the needs of children with medical needs.
- Sunbeams is committed to keeping in touch with a child when they are unable to attend because of their condition.

Legal framework

- Medicines Act (1968)
- Equality Act 2010

This policy was adopted on

20th Oct 2022

Policy updated

27th April 2026

Date to be reviewed

April 2027

Signed on behalf of the management committee

Name of Signatory Susan Carr

Role of Signatory Manager/CEO

Reviewed By	Date
Sue Carr	24/04/2024
Sue Carr	27/04/2026