



Policy on Medical Conditions at School

Introduction

This policy has been formulated from local authority guidance by school staff in conjunction with the Head teacher and with approval by Governors. There is no legal requirement for school staff to administer medicines. Staff are expected to do what is reasonable and practical to support the inclusion of all pupils.

We aim to provide pupils with all medical conditions in school the same opportunities as others at school.

We will help to ensure they can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

The school ensures 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.
- This school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- This school understands the importance of medication being taken as prescribed.
- All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact medical conditions can have on pupils.

Policy statement

These points provide the essential framework for our school's medical conditions policy.

This school has clear guidance on the administration of medication at school.

This school has clear guidance on the storage of medication at school.

This school has clear guidance about record keeping.

This school has clear guidance on critical incidents.

This school ensures 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.

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

Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.

The medical conditions policy is regularly reviewed, evaluated and updated.

The medical conditions policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation

Parents/carers are informed and regularly reminded about the medical conditions policy:

- Via the school's website, where it is available all year round
- At the start of the school year when communication is sent out about Healthcare Plans
- Through school-wide communication about results of the monitoring and evaluation of the policy.

School staff are informed and regularly reminded about the medical conditions policy:

- Through the key principles of the policy being displayed in several prominent staff areas at this school
- Policy available in shared computer files and available on the website
- Through school-wide communication about results of the monitoring and evaluation of the policy
- All supply and temporary staff are informed of the policy and their responsibilities

All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school

- Staff at this school are aware of the most common serious medical conditions at this school.
- Staff at this school understand their duty of care to pupils in the event of an emergency.
- Staff receive annual training on the administration of an epipen/jext pen and know how to act in an emergency.
- This school uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.
- This school has procedures in place so that a copy of the pupil's Healthcare Plan is sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.

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

All staff know what action to take in the event of a medical emergency. This includes:

- How to contact emergency services and what information to give
- Who to contact within the school.
- If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The school tries to ensure that the staff member will be one the pupil knows.
- Generally, staff should not take pupils to hospital in their own car. This school has clear guidance from the local authority on when (and if) this is appropriate.

The school has clear guidance on the administration of medication at school

Administration – emergency medication

- This school will seek to ensure that all staff are aware where emergency medication is kept for pupils with medical conditions.
- This school will ensure that all pupils understand the arrangement for a member of staff to assist in helping them take their emergency medication safely.
- Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it.

Administration – general

- This school understands the importance of medication being taken as prescribed.
- All medication is administered and recorded on the reverse side of the parental agreement by staff with the appropriate training and witnessed and countersigned by another member of staff.
- All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so or unless the situation is an emergency and fall under their regular duty of care arrangements.
- For medication where no specific training is necessary, any member of staff may administer medication to pupils under the age of 16.
- This school will ensure that specific training and updates will be given to all staff members who agree to administer medication to pupils if necessary.
- Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.
- All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as administering medication.
- Parents at this school understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.
- If a pupil at this school refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.
- All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.
- If a trained member of staff, who is usually responsible for administering medication, is not available this school makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.
- If a pupil misuses medication, either their own or another pupil's, their parents are informed as soon as possible.

This school has clear guidance on the storage of medication at school (Appendix 1)

This includes:

- Safe storage – emergency medication
- Safe storage – non-emergency medication
- Safe storage – general
- Safe disposal

This school has clear guidance about record keeping for pupils with medical conditions (Appendix 2)

This includes:

- Enrolment forms
- Individual Healthcare Plans
- School Healthcare Plan register
- On-going communication and review of care plans
- Storage and access to care plans
- Use of care plans
- Consent to administer medicines
- Residential visits
- Record keeping

This school ensures 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 (Appendix 3)

This includes:

- Physical environment
- Social interactions
- Exercise and physical activity
- Education and learning
- Residential visits

This school is aware of the common triggers that can make medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this

- This school is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.
- School staff have been given training on medical conditions. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions.
- The school reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to this school's policy and procedures are implemented after each review.

Each member of the school and health community knows their roles and responsibilities in maintaining an effective medical conditions policy

- This school works in partnership with all interested and relevant parties including the school's governing body, all school staff, parents, employers, community healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully.
- The following roles and responsibilities are used for the medical conditions policy at this school. These roles are understood and communicated regularly.

Governors

This school's employer has a responsibility to:

- Ensure the health and safety of their staff and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips
- Ensure health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions
- Make sure the medical conditions policy is effectively monitored and evaluated and regularly updated

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- Ensure that the school has robust systems for dealing with medical emergencies and critical incidents, at any time when pupils are on site or on out of school activities.

Headteacher

This school's headteacher has a responsibility to:

- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- Liaise between interested parties including pupils, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents, governors, the school health service, the local authority transport service, and local emergency care services
- Ensure the policy is put into action, with good communication of the policy to all staff, parents/carers and governors
- Ensure every aspect of the policy is maintained
- Ensure pupil confidentiality
- Assess the training and development needs of staff and arrange for them to be met
- Ensure all supply teachers and new staff know the medical conditions policy
- Delegate a staff member to check the expiry date of medicines kept at school
- Monitor and review the policy at least once a year, with input from pupils, parents and staff
- Update the policy at least once a year according to review recommendations and recent local and national guidance and legislation
- Report back to governors about implementation of the medical conditions policy.

All school staff

All staff at this school have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- Call an ambulance in an emergency
- Understand the school's medical conditions policy
- Know which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan
- Know the schools registered first aiders and where assistance can be sought in the event of a medical emergency
- Maintain effective communication with parents including informing them if their child has been unwell at school
- Ensure pupils who need their medication with them have it when they go on a school visit or out of the classroom
- 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.
- Ensure that pupils who present as unwell should be questioned about the nature of their illness, if anything in their medical history has contributed to their current feeling of being unwell, if they have felt unwell at any other point in the day, if they have an individual health plan and if they have any medication. The member of staff must remember that while they can involve the pupil in discussions regarding their condition, they are in loco parentis and as such must be assured or seek further advice from a registered first aider if they are in doubt as to the child's health, rather than take the child's word that they feel better.

Teaching staff

Teachers at this school have a responsibility to:

- Ensure pupils who have been unwell catch up on missed school work
- Be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it, in liaison with the INCO
- Liaise with parents, the pupil's healthcare professionals, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition
- Use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions.

School nurse or school healthcare professional

The school nurse at this school has a responsibility to:

- Help provide regular training for school staff in managing the most common medical conditions at school at the schools request
- Provide information about where the school can access other specialist training.

First aider

First aiders at this school have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses
- When necessary ensure that an ambulance or other professional medical help is called.
- Ensure they are trained in their role as first aider
- Ensure that they are trained in paediatric first aid and first aid at work

Special educational needs coordinators

Special educational needs coordinators at this school have the responsibility to:

- Know which pupils have a medical condition and which have special educational needs because of their condition
- Ensure pupils who have been unwell catch up on missed schoolwork
- Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or course work.

Pastoral support/welfare officers

The pastoral support/welfare officer at this school has the responsibility to:

- Know which pupils have a medical condition and which have special educational needs because of their condition
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.

Pupils

The pupils at this school have a responsibility to:

- Treat other pupils with and without a medical condition equally
- Tell their parents, 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
- Ensure a member of staff is called in an emergency situation.

Parents

The parents of a child at this school have a responsibility to:

- Tell the school if their child has a medical condition
- Ensure the school has a complete and up-to-date Healthcare Plan for their child
- Inform the school about the medication their child requires during school hours
- Inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- Tell the school about any changes to their child's medication, what they take, when, and how much
- Inform the school of any changes to their child's condition
- Ensure their child's medication and medical devices are labelled with their child's full name
- Provide the school with appropriate spare medication labelled with their child's name
- Ensure that their child's medication is within expiry dates
- Keep their child at home if they are not well enough to attend school
- Ensure their child catches up on any school work they have missed
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- If the child has complex health needs, ensure their child has a written individual health plan for school and if necessary an asthma management plan from their doctor or specialist healthcare professional to help their child manage their condition
- Have completed/signed all relevant documentation

The medical conditions policy is regularly reviewed evaluated and updated.

- This school's medical condition policy is reviewed, evaluated and updated every year in line with the school's policy review timeline.
- The views of pupils with various medical conditions may be sought and considered central to the evaluation process.

Appendix 1

This school has clear guidance on the storage of medication at school

Safe storage – emergency medication

- Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.

Safe storage – non-emergency medication

- All prescribed medication: - antibiotics, eyedrops, tablets are stored in the first aid fridge in the medical room, which will be locked at all times.
- Epipens/Jext pens should be stored in the child's classroom, with the exception of EYFS and Year 1 which will be stored in the medical room.
- Asthma inhalers should be stored in the child's classroom (unless stated on the asthma care plan) in the class medical basket and labelled with their name. EYFS and Year 1 inhalers will be kept in the medical room. During physical activities the inhaler should be carried by the adult in charge.
- No medicines, other than asthma inhalers and epipens/jext pens, may be kept in the classroom.
- Parents are responsible for the safe return of expired medicines to a pharmacy.

Safe storage – general

- There is an identified member of staff who ensures the correct storage of medication at school.
- Six times a year a member of staff checks the expiry dates for all medication stored at school (half termly).
- The identified member of staff, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labelled with the pupil's name, the name and dose of the medication and the frequency of dose.
- All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- Medication is stored in accordance with instructions, paying particular note to temperature.
- All medication is sent home with pupils at the end of the school year. Medication is not stored in summer holidays.
- It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

Safe disposal

- Parents at this school are asked to collect out-of-date medication.
- If parents do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.
- A named member of staff is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least six times a year and is always documented.
- Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.
- If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy or to school or the pupil's parent.
- Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

Appendix 2

This school has clear guidance about record keeping for pupils with medical conditions

Enrolment forms

- Parents at this school are asked if their child has any health conditions or health issues on the enrolment form, which is filled out when a pupil joins our school.

Individual Healthcare Plans

- This school uses a care plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the care plan if required.
- Medical needs which require a care plan are anaphylaxis and asthma.
- An individual care plan, accompanied by an explanation of why and how it is used, is sent to all parents of pupils with a long-term medical condition. This is sent either at the start of the school year, at enrolment or when a diagnosis is first communicated to the school.
- If a pupil has a short-term medical condition that requires medication during school hours, a medication form is given to the pupil's parents to complete.

The parents, healthcare professional and pupil with a medical condition are asked to fill out the pupil's Healthcare Plan together. Parents then return these completed forms to the school.

School Healthcare Plan register

- The responsible member of staff follows up with the parents any further details on a pupil's Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

On-going communication and review of care plans

- Parents at this school are regularly reminded to update their child's care Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change.
- Staff at this school use opportunities such as teacher-parent interviews and home-school diaries to check that information held by the school on a pupil's condition is accurate and up to date.

Storage and access to care plans

- Parents and pupils at this school are provided with a copy of the pupil's current agreed care plan.
- Care plans are kept in a secure central location at school.
- Apart from the central copy, specified members of staff (agreed by the pupil and parents) securely hold copies of pupils' Healthcare Plans. These copies are updated at the same time as the central copy.
- All members of staff who work with groups of pupils have access to the care plans of pupils in their care.
- When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the care plans of pupils in their care.
- This school ensures that all staff protect pupil confidentiality.
- This school seeks permission from parents to allow the care plan to be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day. This permission is included on the care plan.
- The information in the Individual Health Plan will remain confidential unless needed in an emergency

Use of care plans

Care plans are used by this school to:

- Inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care
- Identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of common triggers
- Ensure that all medication stored at school is within the expiry date
- Ensure this school's local emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency
- Remind parents of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

Consent to administer medicines

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- If a pupil requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent on a parental agreement form giving staff permission to administer medication on a regular/daily basis, if required.
- All parents of pupils with a medical condition who may require medication in an emergency are asked to provide consent on the parental agreement form for staff to administer medication.

Residential visits

- Parents are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours.
- All residential visit forms are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required.
- All parents of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.
- The residential visit form also details what medication and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away.

Record keeping

- This school keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the two supervising staff members, pupil, dose, date and time are recorded. If a pupil refuses to have medication administered, this is also recorded and parents are informed as soon as possible.
- This school holds training on common medical conditions once a year. All staff attending receive a certificate confirming the type of training they have had. A log of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receives training.
- This school risk assesses the number of first aiders it needs and ensures that the first aiders are suitable trained to carry out their responsibilities.
- This school keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

Appendix 3

This school ensures 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

Physical environment

- This school is committed to providing a physical environment that is accessible to pupils with medical conditions.
- Pupils with medical conditions are included in the consultation process to ensure the physical environment at this school is accessible.
- This school's commitment to an accessible physical environment includes out-of-school visits. The school recognises that this sometimes means changing activities or locations.

Social interactions

- This school ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.
- This school ensures the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as school discos, school productions, after school clubs and residential visits.
- All staff at this school are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.
- Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

Exercise and physical activity

- This school understands the importance of all pupils taking part in sports, games and activities.
- This school ensures all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.
- Teachers and sports coaches are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities.
- This school ensures all PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.
- This school ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.
- This school ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Education and learning

- This school ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.
- If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at this school understand that this may be due to their medical condition.
- Teachers at this school are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the INCO. The school's INCO consults the pupil, parents and the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.
- This school ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum.
- Pupils at this school learn about what to do in the event of a medical emergency.

Residential visits

- Risk assessments are carried out by this school prior to any out-of-school visit and medical conditions are considered during this process. Factors this school considers include: how all pupils will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.
- This school understands that there may be additional medication, equipment or other factors to consider when planning residential visits. This school considers additional medication and facilities that are normally available at school.
- Risk assessments are carried out before pupils start any work experience or off-site educational placement. It is this school's responsibility to ensure that the placement is suitable, including travel to and from the venue for the pupil. Permission is sought from the pupil and their parents before any medical information is shared with an employer or other education provider.