



Medical Conditions at School Policy

Policy Statement:

This school is an inclusive community that aims to support and welcome pupils with medical conditions.

This school aims to provide all pupils with all medical conditions the same opportunities as others at school.

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.

1. **This school is an inclusive community that aims to support and welcome pupils with medical conditions.**

- This school understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.
- This school aims to provide all children with medical conditions the same opportunities as others at school. We will help to ensure they can:
 - a. Be healthy
 - b. Stay safe
 - c. Enjoy and achieve
 - d. Make a positive contribution
 - e. Achieve economic well-being
- Pupils with medical conditions are encouraged to take control of their condition, where appropriate. Pupils feel confident in the support they receive from the school to help them do this.
- This school aims to include all pupils with medical conditions in all school activities.

- Parents/Carers of pupils with medical conditions feel secure in the care their children receive at this school.
- The school ensures all staff understand their duty of care to pupils 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.
- All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact this can have on pupils.
- The medical conditions policy is understood and followed by all staff members.

2. This school's medical conditions policy has been drawn up in consultation with...

- School staff
- Parents/Carers
- Local School Board Members

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

- Pupils are made aware of the Medical Conditions in School Policy through the School Council and in PSHE lessons
- Parents/carers are informed through:
 - a. The school website
 - b. Letter asking for medical information
 - c. School newsletter
 - d. During an EHCP implementation meeting.
- School staff are informed and regularly reminded about medical conditions policy
 - a. At beginning of year
 - b. When medical folders are updated
 - c. Medical conditions awareness training
 - d. Shared Drive under policies
- All new staff and supply teachers are given a hard copy of policy.
- Local School Board Members are informed via regular meetings
- Other stakeholders are informed as appropriate

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

- All staff are aware of medical conditions within the school.
- Staff understand their duty of care to pupils in the event of an emergency. In an emergency staff are required under common law duty of care to act like any reasonably prudent parent/carer. This may include administering medication.

- All staff who work with groups of pupils receive training and know what to do in an emergency for pupils in their care with medical conditions.
- Training is refreshed for all staff annually or as required following medical guidance.
- Action for staff to take in an emergency is displayed in prominent locations throughout the school.
- The school uses Healthcare Plans to inform staff, including new and supply staff, of pupils in their care who may need emergency help.
- In an emergency the pupil's Healthcare Plan will be given to paramedics or medical staff at the doctor's/hospital

5. 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:
 - a. How to contact emergency services and what information to give
 - b. Who to contact within the school
- Training is refreshed for all staff at least once a year
- Action to take in a general medical emergency is located in prominent areas around 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/carer arrives. The school will ensure that the staff member will be one the pupil knows.
- Staff may use the school minibus or their own car providing their insurance covers this. In this case an escort will be provided.

6. The school has clear guidance on the storage and administration of medication.

- All medication is taken under supervision.
- There is an identified member of staff who ensures the correct storage of medication. (Matthew Bloodworth-Flatt (Headteacher), Gemma Jones (Administrator), Olivia Casey (Inclusion Mentor)).
- Medication is always taken as prescribed.
- Medication will only be given with written consent from parents/carers whether this is prescribed or non-prescribed (for example paracetamol). In the circumstances where a pupil arrives at school with new medication verbal consent to administer medication will be sought and a health care plan sent home for completion.
- Medication is administered by an adult and witnessed by a second adult. However, in extreme circumstances this may not be possible if the life of the pupil is at risk.
- Awareness training is given to all staff on administering medications.
- If a child refuses their medication, parents are informed immediately.
- If medication is missed for any reason, parents are informed as soon as possible.

- All parents/carers are responsible for supplying prescribed medication in a sealed prescription box, with a clear prescription label. Over the counter medication will be provided in a container which is clearly labelled with pupil's name, dosage and frequency.
- Medication is stored in its original container with expiry date and instructions for administering.
- Medication is stored according to instructions, paying particular note to temperature.
- Parents/carers 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.
- It is the parent's/carer's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.
- If a member of staff, who is usually responsible for administering the medication is not available alternative arrangements will be made. If appropriate, this is addressed in the risk assessment.

Storage and administration – controlled medication

- Controlled medication is readily available to pupils who require it at all times during the school day. Controlled medication, for all pupils, is kept in a locked cabinet (Front office Waterside Campus; Medical Room Springview Campus). The key is accessible to all staff.
- Some medication may need to be refrigerated. It is stored in a labelled container in a secure area inaccessible to pupils. (Reprographic room Waterside Campus and Medical Room Springview Campus).

Storage and administration – general medication

- All medication is stored in a locked cabinet (Locked cabinet within the classroom Waterside Campus. Locked cabinet within the Medical Room Springview Campus).
- Some medication may need to be refrigerated. It is stored in a labelled container in a secure area inaccessible to pupils. (Reprographic room Waterside Campus and Medical Room Springview Campus).

Storage and administration – when travelling to and from school.

- Drivers and escorts are informed if any pupil has a medical condition.
- All medication is sent to school and returned home with transport escorts.
- If the pupil needs to have medication administered during the journey to and from school the local authority will provide properly trained escorts.

Storage and administration – educational visits.

- All staff attending off-site visits are aware of any pupils with medical conditions. 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.
- The lead member of staff keeps medication for out of school and residential activities in a green first aid bag with written instructions and recording forms.

Safe disposal

- Medication is sent home to parents/carers for safe disposal.

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- 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 three times a year and is always documented.
- If a sharps box is required, arrangements are made with the pupil's parent/carer to dispose of the contents.

7. This school has clear guidance about record keeping

Enrolment forms

Parents are asked to provide the school with medical information and health issues for their child. A form will be sent to new parents and must be completed by the beginning of the academic year or when their child begins school.

Drawing up Healthcare Plans

- This school uses a Healthcare Plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments.
- A Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents/carers, with a medical condition. This is sent:
 - a. At the start of the school year
 - b. At enrolment
 - c. When a diagnosis is first communicated to the school
- If necessary, a Community Children's Nurse or Specialist Nurse Trainer will be consulted in drawing up Healthcare Plans for pupils with complex medical needs with the support of parents/carers and school staff.

School Healthcare Plan Register

- Healthcare Plans are used to create a centralised register of pupils with medical needs. An identified member of staff has responsibility for the register.
- The responsible member of staff follows up with the parents/carers any further details on a pupil's Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

Ongoing communication and review of Healthcare Plans

- Parents/Carers are regularly reminded of the need to update their child's Healthcare Plan if there have been any changes to their symptoms (getting better or worse), or their medication and treatments change.
- Staff will take opportunities to update medical information when communicating with parents/carers
- All Healthcare Plans are reviewed annually.

Storage and access to Healthcare Plans

- Parents/Carers are provided with a current agreed Healthcare Plan.

- Healthcare Plans are filed in the office (Waterside Campus) and in the medical room (Springview Campus).
- All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care.
- All new staff and supply teachers are made aware of Healthcare Plans for pupils in their care.
- This school ensures that all staff protect pupil confidentiality
- Parents/Carers are asked for permission to share information with outside agencies, such as work experience placements or college.

Use of Healthcare Plans

Healthcare Plans are used 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 that bring on symptoms and can cause emergencies.
- Ensure 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

Consent to administer medicines.

- If a pupil requires regular prescribed or non-prescribed medication at school, parents/carers are asked to provide consent on the child's Healthcare Plan giving the pupil or staff permission to administer medication on a regular/daily basis, if required.
- All parents are asked to provide consent on the Healthcare Plan for staff to administer medication.
- Parents/carers are asked to give their consent if a child is able to administer their own medication, such as insulin.

Residential visits

- Parents/Carers are sent residential visits forms to be completed before the overnight visit. The form must contain any medication not administered during normal school hours with the same information as for medication administered normally.
- The Team Leader for the visit will carry all residential forms with a copy of Healthcare Plans
- Parents/Carers are asked for consent to administer medication out of normal school hours as appropriate.

Other record keeping

- An accurate record is kept of each occasion a pupil is given their medication. Details of the supervising staff member, pupil, dose, date, time and medication remaining are recorded. If a child refuses, parents/carers are informed. A check is made to see that all pupils have taken their medication.

- There is training for medical conditions annually. All staff attending receive an awareness-training certificate. A log is kept of staff who have received training and for what. This is reviewed annually.

8. 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.
- The 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

- The 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 after school activities.
- The school ensures the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as discos, school productions, after school clubs and residential visits.
- All staff 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 PSHE lessons to raise awareness of medical conditions amongst pupils and help create a positive social environment.

Exercise and physical conditions

- This school understands the importance of all pupils taking part in sports, games and activities.
- Appropriate adjustments will be made to make physical activities accessible to all.
- Pupils who are unwell will not be expected to take part in physical activities and parents/carers will be informed
- All staff teaching PE are aware of the triggers for medical conditions when exercising.
- The school ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.
- The school ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Education and learning

- The 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.

- Staff ensure that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum.
- Pupils are aware of what to do in a medical emergency.
- Risk assessments are carried out prior to any out-of-school visit and medical conditions are considered during this process. Thought is given to 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.
- The school understands that there may be additional medication, equipment or other factors to consider when planning a trip.
- Risk assessments are carried out before pupils start any work experience or off-site educational placement. It is the school's responsibility to ensure that the placement is suitable, including travel to and from the venue. Permission is sought from parents/carers before any medical information is shared with an employer or other education provider.

9. 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 relevant parties including the Academy Trust, Local School Board, school staff and parents/carers 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.

Employer

This school's employer has a responsibility to:

- Ensure the health and safety of their employees 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 on-site, such as visits, outings and field trips
- Ensure health and safety policies and risk assessments are inclusive of the needs of pupils with medical needs
- Make sure the medical needs conditions policy is effectively monitored and evaluated and regularly updated
- Report to parents, pupils, school staff and the local authority about the successes and areas for improvement of the school's medical conditions policy.
- Provide indemnity for staff who volunteer to administer medication to pupils with medical conditions.

Head teacher

This school's head teacher 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, teaching assistants, community nurse, parents/carers, local school board members, the county transport department and local emergency care services.
- Ensure the policy is put into action, with good communication of the policy to all.
- Ensure every aspect of the policy is maintained.
- Ensure the information held by the school is accurate and up to date and that there are good information sharing systems in place using pupils' Healthcare Plans.
- Ensure pupil confidentiality.
- Assess the training and development needs of staff and arrange for them to be met.
- Ensure all supply staff and new staff members know the medical conditions policy.
- Delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register (Gemma Jones Waterside Campus and Olivia Casey (Springview Campus)).
- Monitor and review the policy at least once a year, with input from pupils, parents/carers, staff and external stakeholders.
- Update the policy at least once a year according to review recommendations and recent local and national guidance and legislation.
- Report back to all key stakeholders 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.
- Understand the school's medical conditions policy.
- Know which pupils in their care have a medical condition and be familiar with the content of pupil's Healthcare Plan.
- Allow all pupils to have immediate access to emergency medication.
- Maintain effective communication with parents carers including informing them if their child has been unwell in school.
- 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 are 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 exercise and are allowed to take it when needed.

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Teaching staff

Teachers at this school have a responsibility to:

- Ensure pupils who are 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.
- Liaise with parents/carers and the pupil's healthcare professionals 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 awareness about medical conditions.

First aider

First aiders at this school have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school.
- When necessary ensure that an ambulance or other professional medical help is called.

Local doctors and specialist healthcare professionals

Individual doctors and specialist healthcare professionals caring for pupils, who attend this school, have a responsibility to:

- To liaise with school, where necessary, on the writing of Healthcare Plans.
- Where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours
- Where appropriate to give child written care/self-management plan to control their condition.
- Ensure the child knows how to take medication effectively where appropriate.
- Ensure children have regular reviews of their condition and their medication.
- Provide the school with information and advice regarding individual children with medical conditions (with the consent of the pupil and their parents/carers).
- Understand and provide support for the school's medical conditions policy if needed.

Emergency care services

Emergency care service personal in this area have a responsibility to:

- Receive information through the school's system on communication of personal details and the Healthcare Plan

Pupils

The pupils at this school have a responsibility to:

- 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 when needed.
- If mature and old enough, know how to take their own medication and take it when they need it.
- Ensure a member of staff is called in an emergency situation.

Parents/carers

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

- Tell the school if their child has a medical condition.
- Ensure that the school has a complete and updated 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 needs 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 the child's name.
- Ensure the child's medication is within the expiry date.
- Keep their child at home if they are not well enough to attend school.
- Ensure their child catches up on any work their child may have missed.
- Ensure the child has regular reviews about their condition with their doctor or specialist healthcare professional.
- Where appropriate, to inform child of the management and medication for their condition.

10. The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced annually.

- This school's medical conditions policy is reviewed, evaluated and updated every year in line with the school's policy review timeline.
- Up-to-date guidance and legislation will be sort.
- In evaluating the policy, the school seeks feedback on effectiveness and acceptability with a wide-range of key stakeholders within the school and health settings. These include:
 - o Pupils

- o Parents/carers
- o Community nurse and healthcare professionals
- o Head teacher
- o Teachers
- o Support staff
- o Local School Board members.

Medical Checks Record Sheet

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 three times a year and is always documented.

Check completed by		Date and time		All medication within date	Yes / No
Notes:					
Check completed by		Date and time		All medication within date	Yes / No
Notes:					
Check completed by		Date and time		All medication within date	Yes / No
Notes:					
Check completed by		Date and time		All medication within date	Yes / No
Notes:					
Check completed by		Date and time		All medication within date	Yes / No
Notes:					
Check completed by		Date and time		All medication within date	Yes / No
Notes:					

Health Care Plan

Name :

D.O.B:

Contact Information

Emergency Contact 1:

Emergency Contact 2:

Medication taken and dosage (taken in school)

Name of medication:

Dosage:

Time to be taken:

Start date

Finish date:

Medication Requirements:

Medication to stay in school

Medication to be sent home daily

Reason for medication

Agreement signed by Parent/ Carer / Support Worker

Name.....Signature.....Date.....

