



## Medical Conditions Policy

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Designated Member of Staff: Ms Rebecca Jones [SENCO]

### Policy statement and principles

This school is an inclusive community that aims to support and welcome pupils with medical conditions. This school understands its responsibility to make the school welcoming, inclusive and supporting to all pupils with medical conditions and provide them the same opportunities as others at the school.

We will help to ensure they can:

- o be healthy
- o stay safe
- o enjoy and achieve
- o make a positive contribution
- o 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.

Staff receive on-going training and are regularly updated on the impact medical conditions can have on pupils. The training agenda is based on a review of current healthcare plans.

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.

The policy and supporting documents are based on Department of Education statutory guidance (Sept 2014) **Supporting pupils at school with medical conditions**. The policy is reviewed by Governors annually.

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, emotional, sporting and educational activities

## Roles and responsibilities

Parents and guardians - inform the school what medical condition their child has, if they have an Individual Healthcare Plan, daily medical needs and for trips/residential and changes to conditions. They provide the school with labelled medication where appropriate.

Pupils – ensure they inform responsible adults on how their condition affects them

The Governing body – ensures health and safety measures for staff and pupils; that risk assessments are inclusive of pupils with medical conditions; that the medical policy is kept up to date; they provide indemnity to staff who volunteer to administer medication

The Headteacher – ensures the school is inclusive and welcoming; that the medical policy is in keeping with local and national guidance and frameworks; liaises between interested parties; ensures the policy is implemented and kept up to date; ensures training for staff

Teachers and other school staff – should be aware of triggers and symptoms of conditions and how to act in an emergency; know which pupils have a medical condition; allow pupils immediate access to emergency medication; communicate with parents if child is unwell; ensure pupils have their medication when out of the classroom; be aware if pupils with medical conditions suffer bullying or need extra social support; understand common medical conditions and impact on pupils; ensure all pupils with medical conditions are not excluded unnecessarily from activities; ensure pupils with medical conditions have adequate medication and sustenance during exercise; be aware medical conditions can affect school work; liaise with parents if a child's learning is suffering due to a medical condition and use opportunities to raise awareness of medical conditions.

Other health professionals (School Nurse, First Aiders) – help update the school's medical policy; help provide regular training to school staff on common medical conditions; provide information about additional training; give immediate help to casualties in school; ensures an ambulance or other professional help is called when necessary.

SENCO – helps to update the school's medical policy; knows which pupils have SEN due to their medical condition; ensure teachers make arrangements if pupils need special consideration; ensures pupils with medical conditions are not excluded unnecessarily from activities.

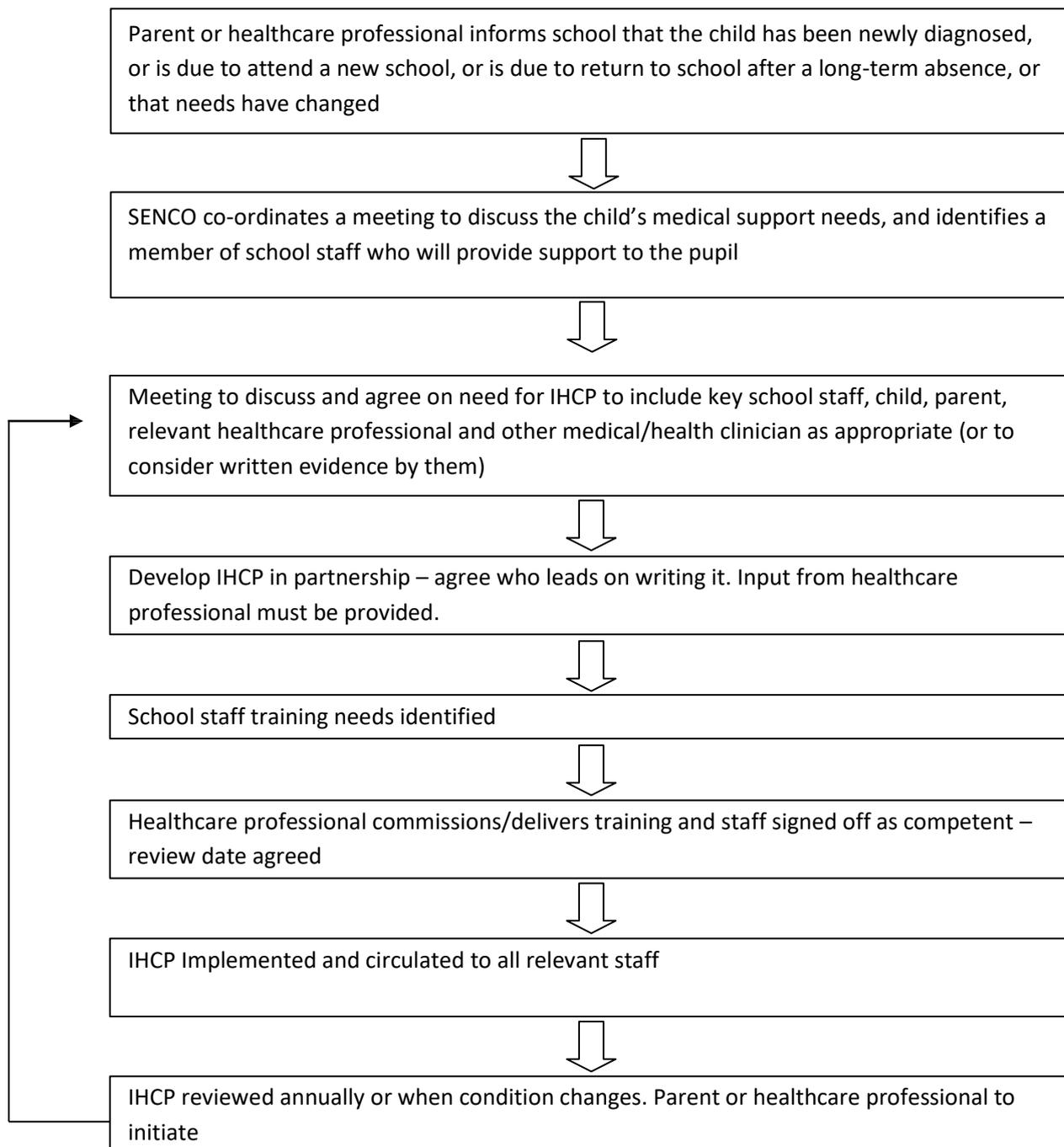
## Monitoring of Individual Healthcare Plans

This school uses Individual Healthcare Plans 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 Individual Healthcare Plan if required.

A Healthcare Plan is drawn up by the School Nurse as soon as the school is made aware that a child has health needs. The parents, healthcare professional and pupil with a medical condition, are asked to fill out the pupil's Individual Healthcare Plan together. This school ensures that a relevant member of school staff is also present, if required to help draw up an Individual Healthcare Plan for pupils with complex healthcare or educational needs.

If a pupil has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent to the pupil's parents to complete.

## Monitoring of individual healthcare plan:



## School Health Care Register

- Pupils with health needs are included on the school SEN Provision Map which is held by the SENCO
- First Aiders are routinely updated as to which students have healthcare needs
- A note is made in SIMS on the front page for the student to insure this information is easily accessible to all staff.

## Ongoing Communication and Review of Individual Healthcare Plans

A meeting is held at least annually with parents and the School Nurse to review Healthcare Plans. In the interim parents are responsible for updating the school about any changes in their child's diagnosis/needs at which point an interim meeting will be organized by the SENCO.

## Storage and Access to Individual Healthcare Plans

Healthcare Plans are kept in student's individual file as well as centrally by the Lead First Aider. All staff have access to this.

## Individual Healthcare 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.

Remind pupils with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times.

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.

## Administration of medication

The school understands the importance of taking medication as prescribed.

All staff understand 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. Where specific training is not required, any member of staff may administer prescribed and non-prescribed medicines to pupils under the age of 16 with parental consent.

The Governing Body/Academy Proprietor is responsible to ensure full insurance and indemnity to staff who administer medicines. The school's insurance policy includes liability cover. Administration of medication which is defined as a controlled drug (even if the pupil can administer themselves) should be done under the supervision of a member of staff.

## Storage of Medication

### Safe storage – emergency medication (EpiPens)

- a. Emergency medication is readily available to pupils who require it at all times during the school day. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available. This is stored in the labelled cabinet in the main student office. Keys are held by Margaret Ansley PA to Headteacher and Makeda Griffith, Business Manager.
- b. All pupils carry their own EpiPens at all times and a spare kept in the labelled cabinet in main student office
- c. Pupils are reminded to carry their emergency medication with them.

### Safe storage – non emergency medication

- a) All non-emergency medication is kept in a lockable cupboard in the main student office.
- b) Pupils with medical conditions know where their medication is stored and how to access it.
- c) Staff ensure that medication is only accessible to those for whom it is prescribed.

### Safe storage – general

- a. The Head First Aider ensures the correct storage of medication at school.
- b. Three times a year the Head First Aider checks the expiry dates for all medication stored at school.
- c. The Head First Aider, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought into school is clearly labelled with the pupil's name, the name and dose of medication and the frequency of dose. This includes all medication that pupils carry themselves.
- d. Some medication may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. This is in a secure area, inaccessible to unsupervised pupils in the office of the Headteacher's PA.
- e. 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.

## Record Keeping

Upon admission, all parents are asked to complete a school medical form which is checked by The Head First Aider.

A log of medication is kept as part of the First Aid book

Individual Healthcare Plans are kept in student files as well as centrally by the Lead First Aider and by the School Nurse

For the administration of medicine in school (both on a short term and long term basis) parents need to complete the designated form

## In An Emergency

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

In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent/carer. **This may include administering medication.**

Staff involved in home-to-school transport under the responsibility of the local authority are also kept up-to-date about a child or young person's medical needs via the Individual Healthcare Plan.

This school uses Individual Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils with complex health needs in their care who may need emergency help. Supply staff are briefed on entry to the school; when undertaking their commissioned duties.

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. This school will try to ensure that the staff member will be one the pupil knows. The staff member concerned should inform a member of the schools senior management and/or the schools critical incidents team. All pupils with medical conditions should have easy access to their emergency medication. Items such as inhalers and epipens are held by the pupil who must take the responsibility to have it to hand at all times.

Pupils are encouraged to administer their own emergency medication (e.g. Epipen) where possible and should carry it with them at all times unless it is a controlled drug as defined in the Misuse of Drugs Act 1971. This also applies to any off-site or residential visits.

Pupils are encouraged to keep spare supplies of emergency medication in the student office. For off-site activities, such as visits, holidays and other school activities outside of normal timetable hours, a risk assessment is undertaken to ensure pupils needing medication still have access and a staff member is named as the responsible lead. The risk assessment also helps to identify any reasonable adjustments that need to be made.

## Unacceptable Practice

Our staff recognise that it is not acceptable practice to:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assume that every child with the same condition requires the same treatment.
- Ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged).
- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans.
- If the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable.
- Penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments.
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, eg by requiring parents to accompany the child.

## Complaints

If parents or pupils wish to complain about how pupils with medical needs are supported, they should do so by contacting the Headteacher, in the first instance. The matter will then be dealt with directly or referred to the Governing Body.

## Appendix

- Form to parents or carers re: medical needs/outlining administration of medicine in school included in admission pack & provided to any student with medical condition diagnosed In Year
- Details of named First Aiders and certain roles and responsibilities

Signed: Chair of Governors

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