

## The Spalding Special Schools Federation 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.

- a. 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.
- b. This school aims to provide all children with all medical conditions 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
- c. 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.
- d. This school aims to include all pupils with medical conditions in all school activities.
- e. Parents/Carers of pupils with medical conditions feel secure in the care their children receive at this school.
- f. The school ensures all staff understand their duty of care to pupils in the event of an emergency.
- g. All staff feel confident in knowing what to do in an emergency.
- h. This school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- i. All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact this can have on pupils.
- j. The medical conditions policy is understood and supported by the whole school and school nurse.

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

- a. This school has consulted with the following in drawing up this policy:
  - School staff
  - School Nurse
  - Parents/Carers
  - Governors

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

- a. Pupils are made aware of the Medical Conditions Policy through the School Council and in PSHE lessons
- b. Parents/carers are informed through:
  - The School Brochure
  - Letter asking for medical information
  - School Newsletter
  - At pupil interview
- c. School staff are informed and regularly reminded about medical conditions policy
  - At beginning of year
  - When Medical Plan folder is updated
  - Medical conditions awareness training
  - 'Q'Drive under Policies
  - All new staff and supply teachers are given a hard copy of policy.
- d. School Nurse is informed and regularly consulted about policy.
- e. School Governors are informed via regular meetings
- f. 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

- a. All staff are aware of the most common serious medical conditions at this school.
- b. Staff understand their duty of care to pupils in the event of an emergency. In an emergency situation staff are required under common law duty of care to act like any reasonably prudent parent/carer. This may include administering medication.
- c. 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
- d. Training is refreshed for all staff annually.
- e. Action for staff to take in an emergency is displayed in prominent locations throughout the school.
- f. The school uses Healthcare Plans to inform staff, including new and supply staff, of pupils in their care who may need emergency help.
- g. 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**

- a. 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
- b. Training is refreshed for all staff at least once a year
- c. Action to take in a general medical emergency is located in prominent areas around the school
- d. 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.
- e. 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 administration of medication at school**

**Administration – emergency medication**

- a. Medication for all pupils with medical conditions is kept in a locked cabinet in the front office. The key is accessible to all staff.
- b. 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.
- c. Pupils know where their medication is stored and know the times and procedures for retrieving it.

**Administration – general**

- d. All medication is taken under supervision
- e. Medication is always taken as prescribed
- f. All staff are aware that there is no legal or contractual duty for a member of staff to administer medication or supervise a pupil taking it unless they have been specifically contracted to do so.
- g. Medication will only be given with written consent from parents/carers whether this is prescribed or non-prescribed (paracetamol)
- h. Awareness training is given to all staff on administering medications.
- i. In some circumstances medication is administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult. However, in extreme circumstances this may not be possible if the life of the pupil is at risk.
- j. 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.
- k. If a child refuses their medication, parents are informed immediately.
- l. Drivers and escorts are informed if any pupil has a medical condition.  
If the pupil needs to have medication administered during the journey to and from school the local authority will provide properly trained escorts.
- m. 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.
- n. If a member of staff, who is usually responsible for administering the medication is not available alternative arrangements will be made. This is always addressed in the risk assessment.
- o. If medication is missed for any reason, parents are informed as soon as possible.

**7. This school has clear guidance on the storage of medication.**

**Safe storage – emergency medication**

- a. 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 key is readily available to all staff and not held personally by one member.
- b. All medication is stored in a cabinet at the front office or carried by a member of staff when outside the building.
- c. All pupils who have emergency medication know the procedures for retrieving it.

**Safe storage – general**

- d. There is an identified member of staff who ensures the correct storage of medication.
- e. All medication is stored in a locked cabinet in the front office
- f. All parents/carers are responsible for supplying medication in a container which is clearly labelled with pupil's name, dosage and frequency
- g. Medication is stored where possible in its original container with expiry date and instructions for administering.
- h. Medication is stored according to instructions, paying particular note to temperature
- i. Some medication may need to be refrigerated. It is stored in a labelled container in a secure area inaccessible to pupils.
- j. All medication is sent home with transport escorts at the end of the school year.
- k. 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.

**Safe disposal**

- l. Medication will be given to the local pharmacy/school nurse for disposal
- m. 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.
- n. If a sharps box is required, arrangements will be made with the local environmental services for collection.

**8. This school has clear guidance about record keeping**

**Enrolment forms**

- a. 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**

- b. 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.
- c. A healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents/carers, with a long-term medical condition. This is sent:
  - At the start of the school year
  - At enrolment
  - When a diagnosis is first communicated to the school

- d. If the 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.
- e. If necessary, the School Nurse 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**

- f. Healthcare Plans are used to create a centralised register of pupils with medical needs. An identified member of staff has responsibility for the register.
- g. 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**

- h. 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.
- i. Staff will take opportunities to update medical information when communicating with parents/carers
- j. All Healthcare Plans are reviewed annually.

#### **Storage and access to Healthcare Plans**

- k. Parents/Carers are provided with a current agreed Healthcare Plan.
- l. Class teachers keep Healthcare Plans in pupils' files in the office and a Healthcare Plans file in the staff room and these are updated annually
- m. All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care.
- n. All new staff and supply teachers are made aware of Healthcare Plans for pupils in their care.
- o. This school ensures that all staff protect pupil confidentiality
- p. Parents/Carers are asked for permission to allow the Healthcare Plan to be given to emergency care staff. This permission is included in the Healthcare Plan
- q. 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.
- Remind pupils with medical conditions to take their medication when they need to.
- Identify common or important individual triggers for pupils that bring on symptoms and can cause emergencies.
- Ensure that all medication stored at school is within the expiry date
- 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
- Reminding parents/carers to ensure that any medication kept at school is within its expiry date. This includes spare medication.

#### **Consent to administer medicines**

- r. 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.
- s. All parents are asked to provide consent on the Healthcare Plan for staff to administer medication.
- t. Parents/carers are asked to give their consent if a child is able to administer their own medication, such as insulin.

#### **Residential visits**

- u. 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.
- v. The Team Leader for the visit will carry all residential forms with a copy of Healthcare Plans
- w. Parents/Carers are asked for consent to administer medication out of normal school hours as appropriate.

#### **Other record keeping**

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

### **9. 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**

- a. This school is committed to providing a physical environment that is accessible to pupils with medical conditions
- b. Pupils with medical conditions are included in the consultation process to ensure the physical environment is accessible.
- c. 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**

- d. 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.
- e. 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.
- f. 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.
- g. 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**

- h. This school understands the importance of all pupils taking part in sports, games and activities.
- i. Appropriate adjustments will be made to make physical activities accessible to all.
- j. Pupils who are unwell will not be expected to take part in physical activities and parents/carers will be informed
- k. All staff are aware of special precautions to be taken with particular activities
- l. All staff teaching PE are aware of the triggers for medical conditions when exercising.

- m. The school ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.
- n. 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**

- o. 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.
- p. Staff are aware that pupils with medical conditions may lack concentration and become tired
- q. Staff ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum.
- r. Pupils are aware of what to do in a medical emergency.
- s. 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.
- t. The school understands that there may be additional medication, equipment or other factors to consider when planning a trip.
- u. 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 sort from parents/carers before any medical information is shared with an employer or other education provider.

#### **10. 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.**

- a. The school is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits
- b. 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
- c. The school uses Healthcare Plans to identify individual pupils who are sensitive to particular triggers. The school has a detailed action plan to ensure these individual pupils remain safe during all lessons and activities.
- d. Health and safety risk assessments are carried out on all out-of-school activities before they are approved, including work experience placements and residential visits, taking into account the needs of pupils with medical conditions
- e. The school reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes are implemented to policies and procedures.

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

- a. This school works in partnership with all relevant parties including the governing body, school staff and parents/carers to ensure the policy is planned, implemented and maintained successfully.
- b. 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, outing 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, school nurse, parents/carers, governors, 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 teachers 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
- 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

#### **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

##### **School nurse or school healthcare professional**

##### **The school nurse at this school has responsibility to:**

- Liaise with school staff where necessary on the updating the school's medical conditions policy
- Help provide access to regular training for school staff in managing the most common medical conditions at school
- Provide information about where the school can access to other specialist training

#### **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

#### **12. 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:
  - Pupils
  - Parents/carers
  - School nurse and healthcare professionals
  - Head teacher
  - Teachers
  - Support staff
  - School governors
- The views of pupils are actively sought and considered during the evaluation process

**Reviewed by Governing Body on 08.11.2011 and March 2015**

