



## Supporting Pupils with Medical Conditions

Person responsible for the policy	SENDCo
Date reviewed and shared with staff	September 2019
Date for next review with staff	September 2020
Date ratified by Governing Board	September 2019
Date to be reviewed by the Governing Board	Nov 2019 (updated)

Signed by Chair of Governor:	Signed by Head Teacher:
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## **Introduction**

Calverton Primary School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. All pupils have an entitlement to a full time curriculum or as much as their medical condition allows.

This policy has been developed in line with the Department for Education's statutory guidance released in April 2014 – "Supporting pupils at school with medical conditions" under a statutory duty form section 100 of the Children and Families Act 2014. The statutory duty came into force on 1st September 2014.

The school will have regard to the statutory guidance issued. We take account of it; carefully consider it and we make all efforts to comply.

Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities, also including those pupils with medical conditions.

The person with overall responsibility for implementing the policy in The school is Joseph Wynne – SENDCO

## **Policy framework**

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

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

The school has a clear framework on what is to be done when notification is received that a pupil has a medical condition.

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

All staff in the school understand the role of individual health care plans and who is responsible for their development in supporting pupils at school with medical conditions.

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

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

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

The school has clear guidance about record keeping.

The 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.

The school is aware of the common triggers that can make common 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.

Staff are aware of their roles and responsibilities in maintaining and implementing an effective supporting pupils with medical conditions policy.

The Supporting Pupils with Medical Conditions policy is regularly reviewed, evaluated and updated.

When reviewing the policy care is taken to align this with wider safeguarding duties.

*The named* person with overall responsibility for implementing the policy in the school works with health professionals including the school nurse and special nurses to assess and review training needs. This includes contacting the school nursing service in the case of a young person who may require medical support at school.

## **Notification of a child with a medical condition and review of the health care plan**

The procedure to be followed in The school when notification is received that a young person has a medical condition is:

The member of staff notified will inform SENDCO.

The SENDCO will

- contact parent
- gather information
- work with health professionals
- draw up a health plan including a risk assessment as appropriate

All healthcare plans are reviewed at least annually. They will be reviewed more frequently taking into account parent and pupil views and advice from health professionals.

Plans are developed to both manage the condition, promote health and social wellbeing and to minimise disruption, support the child in school.

### **Consultation**

The school has consulted on the development of this Supporting Pupils with Medical Condition policy with a wide-range of key stakeholders within both the school and health settings.

These key stakeholders include:

Parents, School Nurse, Head Teacher, Teachers, Special Educational Needs Coordinator, Pastoral Support Manager, support workers all other school staff, local healthcare professionals, the local authority, school governors.

### **Communication**

The Supporting Pupils with Medical Condition policy will be available for parents and carers on the school website. All staff receive induction and training on procedures.

### **Training – general and emergency procedures**

Staff at the school understand their duty of care to pupils in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.

The school aim to have all support staff basic first aid trained.

The school has a bank of pediatric first aid trained staff.

### **The administration of medication at school**

#### **Principles**

Medicines should only be administered when it would be detrimental to a young person's health or school attendance not to do so.

No young person under 16 years old should be given prescription or non-prescription medicines without written parent/carer consent - except in exceptional circumstances where the medicine has been prescribed to the young person without the knowledge of the parents. In such cases, effort should be made to encourage the young person to involve their parents/carers while respecting their right to confidentiality. Schools should set out in the policy the circumstances in which non-prescription medicines may be administered.

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

Headteacher will elect staff that are permitted to administer medication.

The school keeps written records of all medicines administered to pupils.

## **Administration – emergency medication**

All pupils at the school with medical conditions have easy access to their emergency medication.

All pupils are encouraged to carry and administer their own emergency medication, when their parents and health specialists determine they are able to start taking responsibility for their condition. All pupils deemed responsible carry their emergency medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits.

Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it.

Pupils who do not carry and administer their own emergency medication understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their medication safely.

## **Administration – general**

All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of a named member of staff at the school.

The school understands the importance of medication being taken as prescribed.

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.

Many other members of staff are happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to pupils under the age of 16, but only with the written consent of the pupil's parent and at the Head teacher's discretion.

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.

In some circumstances medication is only administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult.

Parents at the 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. Reminders to this effect are sent out regularly.

If a pupil at the 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 the 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. The school will seek medical advice by telephoning A+E if this situation arises. In such circumstances pupils are subject to the school's usual disciplinary procedures.

The school reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to the school's policy and procedures are implemented after each review.

## **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.

Pupils, whose healthcare professionals and parents advise the school that their child is not yet able or old enough to self manage and carry their own emergency medication, know exactly where to access their emergency medication.

## **Safe storage – non-emergency medication**

All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Pupils with medical conditions know where their medication is stored and how to access it.

Staff ensure that medication is only accessible to those for whom it is prescribed.

## **Safe storage – general**

The welfare assistant ensures the correct storage of medication at school.

A record is kept of any doses used, and the amount used and when. A record of any side effects from the medication are noted. If a pupil refuses to have medication administered, this is also recorded and parents are informed as soon as possible.

All controlled drugs are secured in a portable container and only named staff have access, even if pupils normally administer the medication themselves.

The school only accepts prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.

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 labeled with the pupil's name, the name and dose of the medication and the frequency of dose. This includes all medication that pupils carry themselves. Medication is stored in accordance with instructions, paying particular note to temperature.

Some medication for pupils at the school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised pupils or lockable as appropriate.

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**

Medicines that are no longer required or that are out of date are returned to parents for safe disposal.

Sharps boxes are always used for the disposal of needles and other sharps.

All sharps boxes in the school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.

## **Record keeping**

Enrolment forms

Parents at the school are asked if their child has any health conditions or health issues.

If a pupil has a short term medical condition that requires medication during school hours (e.g. antibiotics to cover a chest infection) a medical form plus explanation is sent to the pupil's parents to complete.

Arrangements for ongoing conditions such as asthma should be discussed with parents and health professionals to determine if specific arrangements should be made.

## **Individual Healthcare Plans**

Drawing up Individual Health Plans

The school uses an Individual Health Plan for children with complex health needs to record important details about the individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Examples of complex health needs which may generate an Individual Health Plan following discussion with the school nurse and the school:

- diabetes
- gastrostomy feeds
- a tracheostomy
- anaphylaxis
- a central line or other long term venous access

- severe asthma that has required a hospital admission within the last 12 months
- epilepsy with rescue medication

The school uses an individual Healthcare Plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments.

Healthcare 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:

- at the start of the school year
- at enrolment
- when a diagnosis is first communicated to the school
- in transition discussions
- new diagnosis

Individual Healthcare plans for children with complex healthcare or educational needs may be drawn up with input from specialist health professionals.

If a pupil has a short-term medical condition that requires medication during school hours, parents will be asked to work with the school to create a plan to support that condition and to minimize disruption to the child's education, school attendance and participation in school life.

### **School Healthcare Plan register**

The school has ensured that there is a clear and accessible system for identifying pupils with health plans/medical needs. A robust procedure is in place to ensure that the child's record, contact details and any changes to the administration of medicines, condition, treatment or incidents of ill health in the school is updated on the school's record system.

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.

### **Ongoing communication and review of Healthcare Plans**

Parents at the school are regularly reminded to update their child's Healthcare 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 the school use opportunity 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.

Every pupil with a Healthcare Plan at the school has their plan discussed and reviewed at least once a year.

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

Parents are provided with a copy of the pupil's current agreed Healthcare Plan by the school nurse.

The school is provided a copy of the pupil's current agreed Healthcare Plan.

Healthcare 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 Healthcare Plans of pupils in their care.

When a member of staff is new to a pupil group, for example due to staff absence, the teacher ensures that they are made aware of (and have access to) the Healthcare Plans of pupils in their care.

Teachers will ensure during transition meetings that the Healthcare Plans of pupils in their care are discussed.

Teachers will ensure that support staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care.

The school ensures that all staff protect pupil confidentiality.

The school seeks permission from parents to allow the Healthcare 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 Healthcare Plan.

The school seeks permission from the pupil and parents before sharing any medical information with any other party, such as when a pupil takes part in a work experience placement.

## **Use of Healthcare Plans**

### **Healthcare Plans are used by the 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. The 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 the 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

confirm working arrangements to parents of pupils with medical conditions including arrangements for any medication kept at school for their child is within its expiry dates. This includes spare medication.

### **Consent to administer medicines**

If a pupil requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent on their child's Healthcare Plan giving the pupil or 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 Healthcare Plan for staff to administer medication.

If a pupil requires regular/daily help in administering their medication, then the school outlines the school's agreement to administer this medication on the pupil's Healthcare Plan. The school and parents keep a copy of this agreement.

Parents of pupils with medical conditions at the school are all asked when the Health Care plan is reviewed if they and their child's healthcare professional believe the child is able to manage, carry and administer their own emergency medication.

### **An inclusive whole school environment**

The 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**

The 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 the school is accessible.

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 before and after school. 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 school discos, breakfast club, school productions, after school clubs and residential visits.

All staff at the 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**

The school understands the importance of all pupils taking part in sports, games and activities.

The 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.

The school ensures all classroom teachers, PE teachers and sports coaches understand that pupils should not be forced to take part in an activity if they feel unwell.

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.

The 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 minimize these triggers.

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. This includes making arrangements for a child to be included for special events/activities so that they do not miss out.

If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at the school understand that this may be due to their medical condition.

Teachers at the school are aware of that some pupils with medical conditions also have special educational needs (SEN). The school arranges for plans for these pupils to be coordinated.

The school ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum.

Pupils at the school learn about what to do in the event of a medical emergency.

### **School visits and other activities outside of the normal timetable.**

Alongside the normal arrangements that are made for a child with a medical condition a risk assessment is carried out for school visits and other activities outside of the normal timetable. Parents may be requested for additional up to date information on a child's condition and their overall health so that school staff can help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours.

### **Other visits including residential visits**

Risk assessments are carried out by the school prior to any out-of-school visit and medical conditions are considered during this process. Factors the 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.

The school understands that there may be additional medication, equipment or other factors to consider when planning residential visits. The school considers additional medication and facilities that are normally available at school.

### **Rewards system for attendance**

The school notes that whilst a child is recorded as absent for medical reasons when they attend hospital or clinic appointments, The school will take account of a child's medical condition when recording and rewarding good attendance.

### **Record of Awareness Raising Updates and Training**

The school holds training updates on common medical conditions once a year. A record of the content and attendance of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive updates. The School Nursing Service will provide updates if the school request this.

All school staff who volunteer or who are contracted to administer emergency medication are provided with training, if needed, by a specialist nurse, doctor or school nurse. The school keeps a register of staff who have had the relevant training. The school risk assesses the number of first aiders it needs and ensures that the first aiders are suitably trained to carry out their responsibilities.

## **9 Common triggers that can make medical conditions worse or can bring on an emergency**

The 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

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 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 throughout the school day.

## **10 Roles and responsibilities in maintaining an effective medical conditions policy**

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

The school works in partnership with all interested and relevant parties including the school's governing board, 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 the school. These roles are understood and communicated regularly.

### **Governors have a responsibility to:**

- ensure that all relevant statutory policies are in place
- 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 the schools health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions and reviewed regularly.
- make sure the medical conditions policy is effectively implemented, monitored and evaluated and regularly updated
- 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.

**The 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.

**The Headteacher will** ensure the policy is put into action, with good communication of the policy to all staff, parents/carers and governors and that every aspect of the policy is maintained.

**The Headteacher will** ensure that if the oversight of the policy is delegated to another senior member of staff that the reporting process forms part of their regular supervision/reporting meetings.

**The Headteacher will** monitor and review the policy at regular intervals, with input from governors, parents/carers, staff and external stakeholders and report back to governors about implementation of the health and safety and medical conditions policy.

### **All school staff 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 complex health need and be familiar with the content of the pupil's Individual Health Plan

know the school's registered first aiders and where assistance can be sought in the event of a medical emergency

maintain effective communication with parents/carers including informing them if their child has been unwell at school

ensure pupils who need medication 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 these can have on pupils

ensure that all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in

ensure that pupils have the appropriate medication or food during any exercise and are allowed to take it when needed

follow universal hygiene procedures if handling body fluids

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.

ensure through consultation with the governors that the policy is adopted and put into action.

**Teaching staff have an additional responsibility to** ensure pupils who have been unwell have the opportunity to 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 SENDCo.

**Teaching staff will** liaise with parents/carers, Special Educational Needs Coordinator, Pastoral Support Manager and Learning Mentor if a child is falling behind with their work because of their condition and use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions.

**School nurse or healthcare professional has a responsibility to:**

- help provide regular updates for school staff in managing the most common medical conditions at school at the school's request.
- provide information about where the school can access other specialist training.
- update the Individual Health Plans in liaison with appropriate school staff and parents/carers.

**First aiders have an additional responsibility to** give immediate, appropriate help to casualties with injuries or illnesses. When necessary ensure that an ambulance is called. They must ensure they are trained in their role as first aider and ensure that they are trained in pediatric first aid.

**Special educational needs coordinators have the additional responsibility to** ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or coursework.

**Pupils have a responsibility to** treat other pupils with and without a medical condition equally. To tell their parents/carers, teacher or nearest staff member when they are not feeling well and to let a member of staff know if another pupil is feeling unwell.

Medication must be treated with respect and pupils must know how to gain access to their medication in an emergency. All pupils must ensure a member of staff is called in an emergency situation.

**Parents/carers have a responsibility to:**

- tell the school if their child has a medical condition or complex health need
- ensure the school has a complete and up-to-date Individual Health Plan if their child has a complex health need
- inform the school about the medication their child requires during school hours
- inform the school/provider 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
- ensure that the school has full emergency contact details for them
- 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

**Trained Staff**

<b>First Aid</b>	<b>Diabetic Trained</b>
Emma Hegarty	Elizabeth Steff
Collette Bruford	Jean Norris
Vicky Devlin	Joseph Wynne
Jean Norris	Colette Bruford
	Rashida Sufi
	Amy Ballard