Horsley  School

**Supporting Pupils with Medical Conditions Policy**

**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 and achieve economic well-being.

c. Pupils with medical conditions are encouraged to take control of their condition. 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 and 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 children and young people 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 local health community.

**2. This school’s medical conditions policy has been drawn up taking into consideration a wide-range of local key stakeholders within both the school and health settings**

This school recognises the importance of key stakeholders within both the school and of providing feedback to those involved in health settings. These key stakeholders include:

* pupils with medical conditions
* parents
* school nurse
* headteacher
* teachers and staff (including first aid trained staff)
* special educational needs coordinator
* local health care professionals
* the school employer
* school governors.

**3. The medical conditions policy is communicated to all staff, relevant parents and other key stakeholders to ensure its full implementation**

a. Pupils are encouraged to understand and support a friend with medical needs.

b. Relevant parents are informed and regularly reminded about the medical conditions policy by signposting the policy on the school website.

c. School staff are informed and reminded about the medical conditions policy when necessary and it is reviewed when necessary. All supply and temporary staff are informed of the policy and their responsibilities when relevant.

d. Relevant local health staff are informed about the school’s medical conditions policy.

e. All other external stakeholders are informed bout the school’s medical conditions policy: via the school website and when the policy is up for renewal.

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

1. All staff at this school are aware of the most common serious medical conditions at this school.

b. Staff at this 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.

c. All staff who work with groups of pupils at this school receive training and know what to do in an emergency for the pupils in their care with medical conditions.

d. Training is refreshed for relevant staff on a regular basis.

e. Action for staff to take in an emergency for serious conditions at this school
is displayed in prominent locations.

f. This school uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.

g. This school has procedures in place so that a copy of the pupil’s Healthcare Plan is sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.

**5. All staff understand and are trained in the school’s general emergency procedures**

1. 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.

c. If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The school tries to ensure that the staff member will be one the pupil knows.

d. Generally, staff should not take pupils to hospital in their own car. This school has clear guidance from the local authority on when (and if) this is appropriate.

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

**Administration – emergency medication**

1. All pupils at this school with medical conditions have **easy access to their emergency medication**.

b. 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 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

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

d. 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**

e. 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 this school.

f. This school understands the importance of medication being taken as prescribed.

g. 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.

h. 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. (See Appendix 2 Parental Agreement for Administering Medicine.)

i. 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.

j. 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.

k. Parents at this school understand that if their child’s medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately

l. If a pupil at this school refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.

m. If a pupil at this school needs supervision or access to medication during home to school transport organised by the local authority, properly trained escorts are provided. All drivers and escorts have the same training as school staff, know what to do in a medical emergency and are aware of any pupils in their care who have specific needs. If they are expected to supervise or administer emergency medication they are properly trained and have access to the relevant Healthcare Plans.

n. 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.

o. If a pupil misuses medication, either their own or another pupil’s, their parents are informed as soon as possible. These pupils are subject to the school’s usual disciplinary procedures.

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

**Safe storage – emergency medication**

a. Most pupils at this school carry their emergency medication on them at all times. Pupils keep their own emergency medication securely.

b. Pupils at this school are reminded to carry their emergency medication with them.

c. 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**

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

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

**Safe storage – general**

f. The identified member of staff, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labelled with the pupil’s name, the name and dose of the medication and the frequency of dose. This includes all medication that pupils carry themselves.

g. All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the pupil’s name, the name of the medication, expiry date and the prescriber’s instructions for administration, including dose and frequency.

h. Medication is stored in accordance with instructions, paying particular note to temperature.

i. Some medication for pupils at this 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.

j. All medication is sent home with pupils at the end of the school year. Medication is not stored in summer holidays.

k. 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**

l. Parents at this school are asked to collect out-of-date medication.

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

**Enrolment forms**

a. Parents at this school are asked if their child has any health conditions or health issues on the enrolment form, which is filled out at the start of each school year. Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms.

**Healthcare Plans**

**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. Further documentation can be attached to the Healthcare Plan if required.

See Appendix 1 – Individual Healthcare Plan

c. A 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 enrolment
* when a diagnosis is first communicated to the school
* if there is a change to the healthcare plan

d. 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.
See Appendix 2 – Parental Agreement for Administering Medicine

e. The parents, healthcare professional and pupil with a medical condition, are asked to fill out the pupil’s Healthcare Plan together. Parents then return these completed forms to the school. Copy for the class teacher and copy for the office. If relevant, copies for lunchtime supervisors.

f. This school ensures that a relevant member of school staff is checked and detailed to feel confident in adopting the Healthcare Plan.

**School Healthcare Plan register**

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

**Storage and access to Healthcare Plans**

h. Parents and pupils at this school are provided with a copy of the pupil’s current agreed Healthcare Plan.

i. Healthcare Plans are kept in a secure central location at school.

j. Apart from the central copy, the class teacher holds a copy of the Healthcare Plan in class (agreed by the pupil and parents). These copies are updated at the same time as the central copy and are securely stored.

k. All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care.

m. This school ensures that all staff protect pupil confidentiality.

**Use of Healthcare Plans**

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.

**Consent to administer medicines**

n. If a pupil requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent on their child’s Healthcare Plan (Appendix 1) giving the pupil or staff permission to administer medication on a regular/daily basis, if required. A separate form is sent to parents for pupils taking short courses of medication (Appendix 2)

o. 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.

p. 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.

q. Parents of pupils with medical conditions at this school are all asked on admission on the Healthcare Plan if they and their child’s healthcare professional believe the child is able to manage, carry and administer their own emergency medication. This may need updating as the child gets older.

**Residential visits**

r. Parents are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the pupil’s current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours.

s. All residential visit forms are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. These are accompanied by a copy of the pupil’s Healthcare Plan.

t. All parents of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.

u. The residential visit form also details what medication and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away.

**Other record keeping**

v. This school keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and time are recorded. If a pupil refuses to have medication administered, this is also recorded and parents are informed as soon as possible.

See Appendix 3 – Record of Medicine Administered to an Individual Child.

w. This school holds regular training on common medical conditions. All staff attending receive a certificate confirming the type of training they have had. A log of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive training.

x. All school staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. The school keeps a register of staff who have had the relevant training.

y. This school keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

**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. This school’s commitment to an accessible physical environment includes out-of-school visits. The school recognises that this sometimes means changing activities or locations.

**Social interactions**

c. This school ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.

d. This school ensures the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as school discos, school productions, after school clubs and residential visits.

e. All staff at this school are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school’s anti-bullying and behaviour policies.

f. 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**

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

h. This school ensures all classroom teachers,PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.

i. This 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.

j. 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.

k. This school ensures all PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for pupils’ medical conditions when exercising and how to minimise these triggers.

l. This school ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.

m. This school ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports

**Education and learning**

n. This school ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.

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

p. Teachers at this school are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the Senco. The school’s Senco consults the pupil, parents and the pupil’s healthcare professional to ensure the effect of the pupil’s condition on their schoolwork is properly considered.

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

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

**Residential visits**

s. Risk assessments are carried out by this school prior to any out-of-school visit and medical conditions are considered during this process. Factors this school considers include: how all pupils will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.

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

u. Risk assessments are carried out before pupils start any work experience or off-site educational placement. It is this school’s responsibility to ensure that the placement is suitable, including travel to and from the venue for the pupil. Permission is sought from the pupil and their parents before any medical information is shared with an employer or other education provider.

**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. This school is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.

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 has a list of common triggers for the common medical conditions at this school and is shared with school staff. The school actively works towards reducing or eliminating these health and safety risks.

d. This 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.

e. Full 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.

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

**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 interested and relevant parties including the school’s governing body, all school staff, parents, the LA, community healthcare professionals and pupils 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 governors have 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 off-site, such as visits, outings or field trips

ensure health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions

make sure the medical conditions policy is effectively monitored and evaluated and regularly updated

report to parents,pupils,school staff and the local authority about the successes and areas for improvement of this 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, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents, governors, the school health service, the local authority transport service, and local emergency care services

ensure the policy is put into action, with good communication of the policy to all

ensure every aspect of the policy is maintained

ensure that 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 teachers and new staff 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 biannually with input from pupils, parents, staff and external stakeholders

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 the pupil’s Healthcare Plan

allow all pupils to have immediate access to their emergency medication

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

ensure pupils who carry their medication with them have it when they go on a school visit or out of the classroom

be aware of pupils with medical conditions who may be experiencing bullying or need extra social support

understand the common medical conditions and the impact it can have on pupils (pupils should not be forced to take part in any activity if they feel unwell)

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

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

**Teaching staff**

**Teachers at this school have a responsibility to:**

ensure pupils who have been unwell catch upon missed schoolwork

be aware that medical conditions can affect a pupil’s learning and provide extra help when pupils need it

liaise with parents, the pupil’s healthcare professionals, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition

use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions.

**Healthcare professional**

**The healthcare professional at this school has a responsibility to:**

help update the school’s medical conditions policy

help provide regular training for school staff in managing the most common medical conditions at school

provide information about where the school can access other specialist training.

**First aider**

**First aiders at this school have a responsibility to:**

give immediate help to casualties with common injuries or illnesses and those arising from
specific hazards with the school

when necessary ensure that an ambulance or other professional medical help is called.

**Special educational needs coordinators**

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

help update the school’s medical condition policy

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

**Local doctors and specialist healthcare professionals**

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

complete the pupil’s Healthcare Plans provided by parents

where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours

offer every child or young person (and their parents) a written care/self-management plan to ensure children and young people know how to self manage their condition

ensure the child or young person knows how to take their medication effectively

ensure children and young people have regular reviews of their condition and their medication

provide the school with information and advice regarding individual children and young people with medical conditions (with the consent of the pupil and their parents)

understand and provide input in to the school’s medical conditions policy.

**Emergency care services**

**Emergency care service personnel in this area have a responsibility to:**

have an agreed system for receiving information held by the school about children and young people’s medical conditions, to ensure best possible care

understand and provide input in to the school’s medical conditions policy.

**Pupils**

**The pupils at this school have a responsibility to:**

treat other pupils with and without a medical condition equally

tell their parents, teacher or nearest staff member when they are not feeling well

let a member of staff know if another pupil is feeling unwell

let any pupil take their medication when they need it, and ensure a member of staff is called

treat all medication with respect

know how to gain access to their medication in an emergency

if mature and old enough, know how to take their own medication and to take it when they need it

ensure a member of staff is called in an emergency situation.

**Parents and Carers**

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

tell the school if their child has a medical condition

ensure the school has a complete and up-to-date Healthcare Plan for their child

inform the school about the medication their child requires during school hours

inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities

 tell the school about any changes to their child’s medication, what they take, when, and how much

inform the school of any changes to their child’s condition

ensure their child’s medication and medical devices are labelled with their child’s full name

provide the school with appropriate spare medication labelled with their child’s name

ensure that their child’s medication is within expiry dates keep their child at home if they are not well enough to attend school

ensure their child catches up on any school work they have missed

ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional

ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

**12. The medical conditions policy is regularly reviewed evaluated and updated.**

a. This school’s medical condition policy is reviewed, evaluated and updated biannually in line with the school’s policy review timeline.

b. New Department for Children, Families and Schools and Department of Health guidance is actively sought and fed into the review.

c. In evaluating the policy, this school seeks feedback on the effectiveness and acceptability of the medical conditions policy with a wide-range of key stakeholders within the school and health settings. These key stakeholders include:

pupils

parents

Local authority healthcare professionals

headteacher

teachers

special education needs coordinator

first aider

all other school staff

local emergency care service staff(including accident & emergency and ambulance staff)

local health professionals

the school employer

school governors.

d. The views of pupils with various medical conditions are actively sought and considered central to the evaluation process.

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

 (Chair of Governors)

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

 (Headteacher)

CS / LB - Policy review – Feb 2015