



# Medical Conditions Policy and Policy Statement

*To follow in Jesus' footsteps, caring for each other when we work, play and pray.*

Date of last review	16.12.24	Review period	Annual
Date of next review		Owner	M Walsh
Type of policy	Statutory	Board approval	LGB

*'My flesh and my heart may fail, but God is the strength of my heart and my portion forever'. Psalms 73:26*

### **Rights of the Child**

The United Nations Convention of the Rights of the Child (UNCRC) is at the heart of our school's Planning, Policies, Practice and Ethos. As a Rights Respecting School we not only teach about children's rights but also model rights and respect in all relationships. This policy is underpinned by:

**Article 24:** Every child has the right to the best possible health.

### **Policy Statement**

- This school is an inclusive community that aims to support and welcome children with medical conditions.
- We aim to provide all children with all medical conditions the same opportunities as others.

#### **We will help to:**

- Ensure that children with medication needs receive appropriate care and support at school.
- If appropriate, encourage children with medical needs to take responsibility for administering their own medication
- Accept responsibility in principle for members of the school staff giving or supervising students taking prescribed medication **ONLY** during the school day where those members of staff have volunteered to do so. All staff is aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a child taking medication unless they have been specifically asked to do so.
- Encourage children with medical conditions to take control of their condition as soon as is appropriate for their age.
- Include all children with medical conditions in all school activities.
- Encourage parents and person with parental responsibility of children with medical conditions to communicate any changes to medical needs to us.
- Ensure all staff understand their duty of care to children and young people in the event of an emergency.
- Ensure staff feel confident in knowing what to do in an emergency.
- Understand that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
- Understand the common medical conditions that affect children at this school. Staff receive training on the impact this can have on children.

Will request that parents/persons with parental responsibility ask their doctor/consultant that medication is prescribed which can be taken outside of the school day and that medication in school will only be administered when it would be detrimental to the student's health or school attendance not to do so.

## Policy

The term 'parent' implies any person or body with parental responsibility such as foster parent or carer.

### ON ADMISSION TO SCHOOL:

- All parents will be asked to complete an admission form giving full details of their child's medical conditions, regular/emergency medication, emergency contact numbers, name of family doctor, details of hospital consultant, allergies, special dietary requirements and inform school of any other medical information that may impact on their child when at school.
- Parents are responsible for informing school of any changes to their child's medical condition and medication that may impact on the management of their medical condition in school.

### ADMINISTRATION AND STORAGE OF MEDICATION IN SCHOOL:

- The administration of prescribed medication will be outlined by parents on our 'School Medication Consent Form' or for students with life threatening allergies, in their Care Plan. Should a student need to receive medication in the day, parents must personally hand over medication to the school office. These forms will be authorised by the Executive Principal / Head of School.
- Parents are required to supply and dispose of when full a 'Sharps Disposal Containers' if they are required for their child in school.
- **The school can and will request that a child remains at home or will ask to be collected if the correct medication/equipment is not available in school that is necessary to manage the child's medical condition safely and effectively.**
- Staff will not give a non-prescribed medicine to a child unless there is specific prior written permission from their parents and authorisation by the Principal.
- Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).
- Where the child travels on school transport provided by the Local Authority with an escort, parents should ensure the escort has written instructions relating to any medication sent with the child.
- Each item of medication must be delivered to the school office by the parent, **in a secure and labelled container as originally dispensed by the pharmacist.** Each item of medication must be clearly labelled with the following information:

- . Child's Name.
- . Name of medication.
- . Dosage.
- . Frequency of administration.
- . Date of dispensing.
- . Storage requirements (if important).
- . Expiry date.

**The school will not accept items of medication in containers without their original, pharmacist's label. The only exception to this is insulin, which must still be in date, but will generally be available in school inside an insulin pen or a pump, rather than its original container.**

- Medication will be kept in the Main School Office and out of the reach of children except for Epi – Pens or buccal which will be in the classroom out of reach of children but easily accessible for children. Inhalers to be kept in the classroom.
- The refrigerator in the First Aid room will be used for medications requiring this form of storage.
- A record of the dose administered will be recorded on the 'School Record of Medicated Administered', which will be signed by the two members of staff who administered/supervised the medication.
- The school will not make changes to prescribed dosages on parental instructions.
- Reasons for any non-administration of regular medication should be recorded and the parent informed. 'Wasted doses' (e.g. tablets dropped on the floor will also be recorded.)
- If child refuses to take their medication, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency. If a refusal to take their medication results in an emergency, the school's emergency first aid procedures will be followed.
- It is the responsibility of parents to notify the school in writing if the child's need for medication has changed or ceased.
- It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
- School staff will not dispose of medicines. Medicines which have expired or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.
- Where it is appropriate to do so, children will be encouraged to manage and administer their own medication and if necessary under staff supervision. Parents may wish their child to carry their medication with them in school. Children with asthma are expected to have a blue reliever inhaler at all times /hall/outside area etc.
- Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the school nurse and/or other healthcare professionals.
- Staff will not take responsibility for applying lotions or creams.
- The school will make every effort to continue the administration of medication to a child whilst on trips away from the school premises, even if additional arrangements might be required.

#### **Process for emergencies/incorrectly provided medication**

In the event of incorrect medication or dosage is provided, staff should:

- Stay calm.
- Check all the information again to be clear on what the error is.
- Report the error to a more senior/experienced staff member.
- Ask the senior staff member to come and check the pupil.
- Contact the pupil's parent/carer to inform them of the error and agree next steps.
- Arrange for advice to be sought from the pupil's GP.
- Record incident on CPOMS.

- Complete an incident report for My Health.
- If at any point after the medication has been administered the pupil starts to show signs of being unwell, staff should call 111 for immediate advice and support.

If the pupil loses consciousness, experiences difficulties breathing, or shows any other signs of serious illness staff should call 999.

### **CHILDREN WITH MEDICAL NEEDS WHO REQUIRE SIGNIFICANT, ADDITIONAL SUPPORT:**

- Should we admit a child to school with medical needs that require significant, additional support, we will in partnership with the parents, school nurse, and other healthcare professionals, discuss and evaluate individual needs.
- Where appropriate an Individual Healthcare Plan will be developed in partnership with the parent, the student, the school nurse and/or other healthcare professionals.

### **All staff understand the school's general emergency procedures**

- 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.
  - Training is refreshed for all staff in line with guidance.
  - If a child needs to be taken to hospital, the parents will be contacted immediately to come and collect them/accompany them in the ambulance (if appropriate).
  - Staff should not take children to hospital in their own car.

### **Healthcare Plans**

#### **Drawing up Healthcare Plans**

This school uses a Healthcare Plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required.

A Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of children 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.

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

The parents, healthcare professional and child with a medical condition (where appropriate), are asked to fill out the child's Healthcare Plan together. Parents then return these completed forms to the school.

This school ensures that a relevant member of staff is also present, if required to help draw up a Healthcare Plan for children with complex healthcare or educational needs.

#### **School Healthcare Plan register**

Healthcare Plans are used to create a centralised register of children with medical needs. An identified

member of staff has responsibility for the register at this school.

The responsible member of staff follows up with the parents any further details on a child's Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

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

- Parents are regularly reminded to update their child's Healthcare Plan if their child has medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change.
- Staff uses opportunities such as teacher–parent interviews and home–school diaries to check that information held by the school on a child's condition is accurate and up to date.
- Every child with a Healthcare Plan 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 child's current agreed Healthcare Plan.

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

Apart from the central copy, specified members of staff (agreed by the parents) securely hold copies of children's Healthcare Plans. These copies are updated at the same time as the central copy.

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

When a member of staff is new to the school, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the Healthcare Plans of children in their care.

The school ensures that all staff protect confidentiality and in line with GDPR requirements.

This 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.

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

### **Use of Healthcare Plans**

Healthcare Plans are used to:

- inform the appropriate staff and supply teachers about the individual needs of a child with a medical condition in their care
- remind children 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 children 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 child's current medical management and healthcare in the event of an emergency
- remind parents of children with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

### **Residential visits**

Parents are sent a 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 child's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the child manage their condition while they are away. This includes information about medication not normally taken during school hours.

All 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 child's Healthcare Plan.

All parents of children 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.

The form also details what medication and what dose the child 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 child manage their condition while they are away.

**This school ensures that the whole school environment is inclusive and favourable to children 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 children with medical conditions.
- b. Children with medical conditions are included in the consultation process to ensure the physical environment at this school is accessible.
- c. 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

- d. This school ensures the needs of children with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.
- e. This school ensures the needs of children 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.
- f. All staff at this school is aware of the potential social problems that children with medical conditions may experience. Staff uses this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.
- g. Staff uses opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst children and to help create a positive social environment.

Exercise and physical activity

- h. This school understands the importance of all children taking part in sports, games and activities.
- i. 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 children.
- j. This school ensures all classroom teachers, PE teachers and sports coaches understand that children should not be forced to take part in an activity if they feel unwell.
- k. Teachers and sports coaches are aware of children in their care who have been advised to avoid or to

take special precautions with particular activities.

l. This school ensures all PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for children's medical conditions when exercising and how to minimise these triggers.

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

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

### **Education and learning**

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

p. If a child 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.

q. Teachers at this school are aware of the potential for children with medical conditions to have special educational needs (SEN). Children with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN coordinator. The school's SEN coordinator consults the child, parents and the child's healthcare professional to ensure the effect of the child's condition on their school work is properly considered.

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

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

### **Residential visits**

t. 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 children 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.

u. 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.

### **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**

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 has 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. This school uses Healthcare Plans to identify individual children who are sensitive to particular triggers. The school has a detailed action plan to ensure these individual children remain safe during all lessons and activities throughout the school day.

d. 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 children with medical conditions.



- e. 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 Academy Committee/Board of Directors, all school staff, parents, employers, community healthcare professionals and children 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 children). 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 children with medical conditions
- make sure the medical conditions policy is effectively monitored and evaluated and regularly updated
- report to parents, children, 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 children with medical conditions.

Principal

**This school's Principal 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 children, school staff, special educational needs coordinators, teaching assistants, school nurses, parents, governors, the school health 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 children's Healthcare Plans
- ensure child 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 at least once a year, with input from children, parents, 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 children in their care have a medical condition and be familiar with the content of the child's Healthcare Plan

- allow all children 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 children who carry their medication with them have it when they go on a school visit or out of the classroom
- be aware of children 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 children (children should not be forced to take part in any activity if they feel unwell)
- ensure all children with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure children have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

**The school seeks advice from school nurses/appropriate healthcare professionals 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 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.

**The Medical Lead at this school has the responsibility to:**

- help update the school's Medical Conditions Policy
- know which children have a medical condition and which have special educational needs because of their condition
- ensure children who have been unwell catch up on missed school work
- ensure teachers make the necessary arrangements if a child needs special consideration or access arrangements in exams or course work.

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

- complete the child'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 child 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.

Children

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

- treat other children 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 child is feeling unwell
- let any child 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.

**12. The medical conditions policy is regularly reviewed evaluated and updated. Updates are produced every year**

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

b. New DfE 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:

- children
- parents
- school nurse and/or school healthcare professionals
- school staff
- local emergency care service staff (including accident & emergency and ambulance staff)
- local health professionals

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