



HOLY TRINITY CE SCHOOL

**Medical Conditions Policy**

**Policy Review**

This policy will be reviewed in full by the Governing Body annually.

The policy was last reviewed and agreed by the Governing Body in July 2018

It is due for review – *July 2019*

Signature .....

Date .....

Head Teacher

Signature .....

Date .....

Chair of Governors

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## **Introduction**

The Governors of Holy Trinity CE School have made safeguarding an essential priority and are committed to make sure that the safeguarding of their children remains central to their work. For this reason, the principles of excellent safeguarding practice are interwoven within the Christian culture of Holy Trinity and every aspect of the school's work. This policy supports this commitment to safeguarding and should be read in conjunction with all school policies as appropriate.

It is every person's responsibility to safeguard and promote the welfare of children and it remains a principal concern to everyone within the school community.

## **Policy statement and principles**

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

### Aims of the school

- The school ensures all staff understand their duty of care to children and young people in the event of an emergency.
- Staff receive on-going training and are regularly updated on the impact medical conditions can have on pupils. The training agenda is based on a review of current healthcare plans.
- All staff feel confident in knowing what to do in an emergency.
- This school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- This school understands the importance of medication being taken as prescribed.
- All staff understand the common medical conditions that affect children at this school.

This school has consulted on the development of this medical condition policy with a wide-range of key stakeholders within both the school and health settings. The policy and supporting documents are based on Department of Education statutory guidance (Sept 2014) *Supporting pupils at school with medical conditions.*

These key stakeholders include:

- Pupils
- Parents and carers
- Staff
- Governors

The medical conditions policy is supported by a clear communication plan for staff, parents and pupils to ensure its full implementation. This includes via the school newsletter, school app and website.

This school ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, emotional, sporting and educational activities

### **Roles and responsibilities**

Parents and carers.

We expect parents and carers to inform the school about their child's medical condition/s and what this will mean for the child in school. This will include whether they have an Individual Healthcare Plan, if there are daily medical needs and any changes to condition. Information must be provided to support the risk assessment for trips and visits. All medication must be labelled. Parents and carers are also responsible for ensuring medical appointments are kept up to date to ensure their child's needs are met and that the school has updated information linked to the condition.

Pupils.

As age appropriate, parents are responsible for keeping staff members informed if they need medical attention or if their condition changes.

The Governing body.

- are responsible in making sure all health and safety measures are in place for staff and pupils, including the relevant risk assessments that are inclusive of pupils with medical conditions.
- will ensure that the medical policy is kept up to date
- will report on medical policy success and improvement
- provide indemnity cover (via insurance policies) as covered in the insurance documentation

The Headteacher.

- will ensure that the school remains inclusive and welcoming to all pupils.
- will ensure that the medical policy is in keeping with local and national guidance and frameworks,
- liaise between interested parties,
- ensure policy is implemented and kept up to date
- ensure training for staff

SENCO/Learning Mentor

- help update school's medical policy
- know which pupils have SEN due to their medical condition,
- ensure teachers make arrangements if pupil needs special consideration
- ensure pupils with medical conditions are not excluded unnecessarily from activities
- liaise with other professionals and organise necessary meetings

Teachers and other school staff

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

Other health professionals (including the school nursing team/health visitors)

- help update school's medical policy
- help provide regular training to school staff on common medical conditions
- provide information about additional training

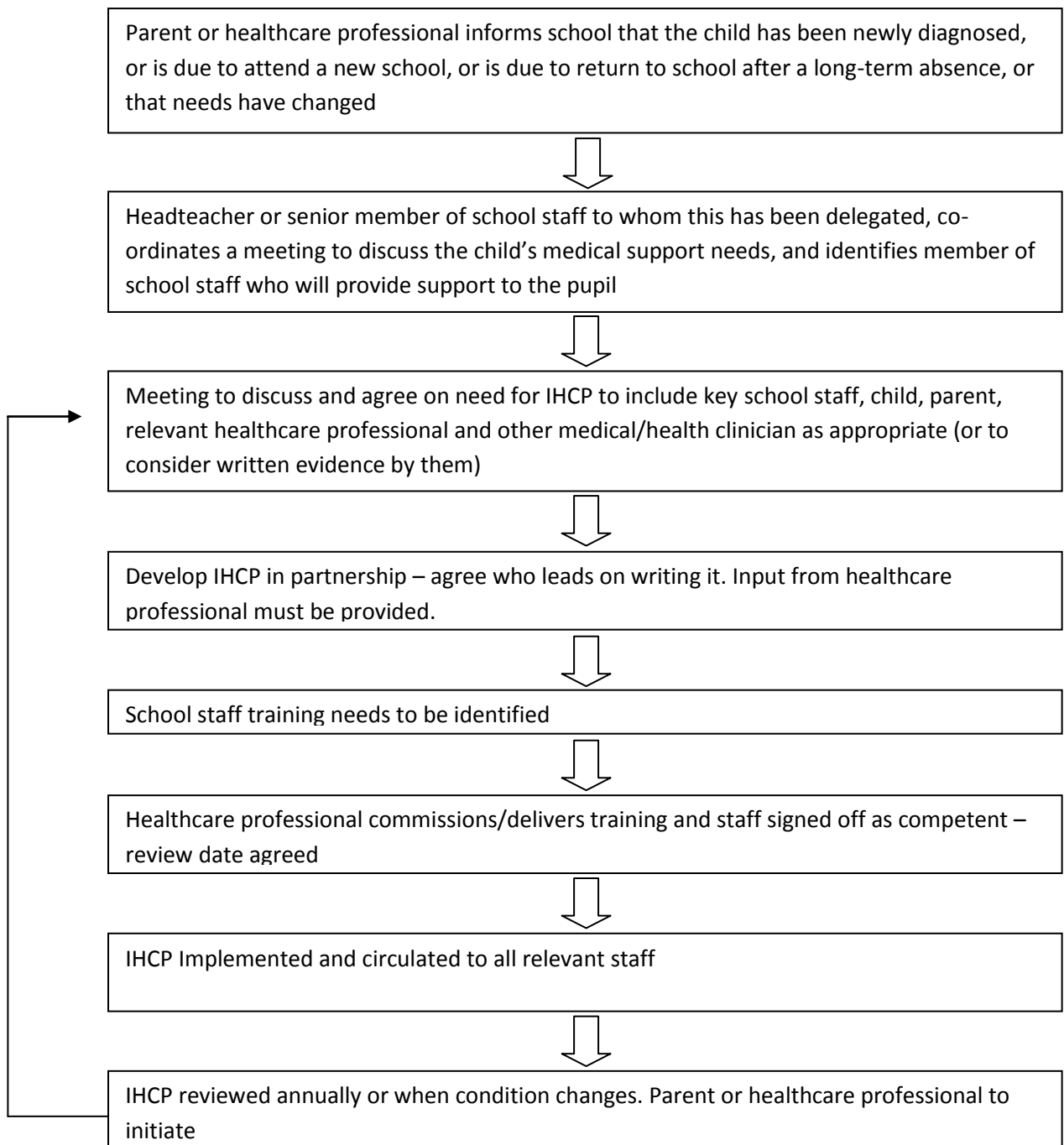
#### Monitoring of Individual Healthcare Plans

This school uses individual records for common medication. In more significant cases Individual Healthcare Plans are used to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Individual Healthcare Plan if required.

- The Individual Healthcare Plan will be drawn up with the parents and carers and once completed this will be shared with parents and carers.
- 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.
- The parents, healthcare professional and pupil with a medical condition, are asked to fill out the pupil's Individual Healthcare Plan together. Parents then return these completed forms to the school.
- This school ensures that a relevant member of school staff is also present, if required to help draw up an Individual Healthcare Plan for pupils with complex healthcare or educational needs.

Visually, this is represented in the table on the following page.

## Monitoring of individual healthcare plan:



## **School Health Care Register**

- Health Care information is held centrally in the office.
- Individual information is kept in children's files and also where appropriate in the classroom/medical room.

## **Ongoing Communication and Review of Individual Healthcare Plans**

- Parents are responsible for ensuring they keep the school updated with appointment information and any changes to the condition and/or medication. Reviews of Healthcare plans will take place at least annually, however this may be more frequent if the condition or medication changes.

## **Storage and Access to Individual Healthcare Plans**

- Records are kept in the children's individual files with copies kept in the SENCO files for each child. These are accessed only by members of the SLT and the learning mentor. Other staff may only have access as agreed by the headteacher on a 'need to know' basis.

## **Individual Healthcare Plans are used by this school to:**

- Inform the appropriate staff and supply teachers about the individual needs of a pupil in their care with a medical condition.
- Remind pupils with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times.
- Identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of common triggers.
- Ensure that all medication stored at school is within the expiry date.
- Ensure this school's local emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency.
- Remind parents of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

## **Administration of medication**

- The school understands the importance of taking the medication as prescribed.
- All staff understand that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so. Where specific training is not required, any member of staff may administer prescribed and non-prescribed medicines to pupils under the age of 16 with parental consent.
- Our Governing Body is responsible to ensure full insurance and indemnity to staff who administer medicines. Our insurance policy includes legal liability cover.
- Administration of medication which is defined as a controlled drug (even if the pupil can administer themselves) should be done under the supervision of a member of staff.

## **Storage of medication**

### **Safe storage – emergency medication (EpiPens etc)**

- a. Emergency medication is readily available to pupils who require it at all times during the school day. If the emergency medication is a controlled drug it is kept in a secure cupboard which is locked and in the medical room.
- b. All pupils keep EpiPens in the classrooms or accessible at all times (a spare may be kept if provided by the doctor).
- c. Where appropriate (and agreed) pupils are reminded to carry their emergency medication with them.

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

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

### **Safe storage – general**

- a. The office staff in conjunction with the Headteacher and SENCO ensure the correct storage of medication at school.
- b. Three times a year the office staff checks the expiry dates for all medication stored at school.
- c. The office staff, along with the parents of pupils, with medical conditions, ensures that all emergency and non-emergency medication brought into school is clearly labelled with the pupils name, the name and dose of medication and the frequency of dose. This includes all medication that pupils carry themselves.
- d. Some medication may need to be refrigerated. All refrigerated medication is clearly labelled. This is in a secure area, inaccessible to unsupervised pupils.
- e. It is the parent/carer's responsibility to ensure new and in date medication comes into school on the first day of the new academic year and termly depending upon the medication and dates.

## **Record keeping**

- Medical forms are sent out at the start of the year to parents/carers who have children with medical conditions.
- Parents and carers of children with Health Care plans will meet with the SENCO/Learning Mentor to review the plan at the start of the academic year.
- Children requiring medicines are noted in the registers and staff are informed about what the procedures are.
- In more significant cases, pupil's photos are taken and their conditions/treatment highlighted in the staffroom.



## **In an emergency**

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

- In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent/carer. **This may include administering medication.**
- This school uses Individual Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils with complex health needs in their care who may need emergency help. Supply staff are briefed on entry to the school; when undertaking their commissioned duties.
- If emergency services are required the Health Care plan and any medication is provided and sent to the hospital with the child.
- All information in Individual Healthcare Plans is provided to support transitional arrangements to another school and/or re-integration.
- If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. This school will try to ensure that the staff member will be one the pupil knows. The staff member concerned should inform a member of the schools senior management and/or the schools critical incidents team.
- All pupils with medical conditions should have easy access to their emergency medication. Items such as inhalers and epipens are held by the pupil who must take the responsibility to have it to hand at all times.
- Pupils are encouraged to administer their own emergency medication (e.g. epipen) where possible and should carry it with them at all times unless it is a controlled drug as defined in the Misuse of Drugs Act 1971. This also applies to any off-site or residential visits.
- Pupils are encouraged to keep spare supplies of emergency medication where appropriate in the medical room cupboard.
- For off-site activities, such as visits, residential trips and other school activities outside of normal timetable hours, a risk assessment is undertaken to ensure pupils needing medication still have access and a staff member is named as the responsible lead. The risk assessment also helps to identify any reasonable adjustments that need to be made.]

## **Unacceptable Practice**

Our staff recognise that it is not acceptable practice to:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assume that every child with the same condition requires the same treatment.
- Ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged).
- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans.

- If the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable.
- Penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments.
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, eg by requiring parents to accompany the child.

## **Complaints**

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

## **Appendix**

- Form to send to parents to find out medical needs
- Form to send to parents about short term medical needs
- Individual Healthcare Plan form
- Details of named first aiders and certain roles and responsibilities
- Epilepsy
- Asthma
- Diabetes
- Anaphylaxis