



# Medical Conditions Policy

## Primary Phase

Author: E Drake

Date written: July 2022

Next Review: July 2023

## 1. Aims

This school is an inclusive community and the aims of this policy are to ensure that:

- All pupils with a medical condition are supported and welcomed in school;
- Parents/Carers feel secure in the care of their children whilst in school;
- All children are provided with the same opportunities so they can be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic wellbeing;
- All staff understand: their duty of care to children in an emergency and know what to do; the importance of medication being taken as prescribed and of encouraging pupils to take control of their own condition; that certain medical conditions are serious and potentially life threatening; the common medical conditions (CMCs) that affect children at School.
- The school has effective procedures in place for emergency response, administering and storing medication and record keeping.
- All stakeholders understand their responsibilities in relation to the implementation of the MCP
- First aiders are trained in paediatric first aid and give immediate, appropriate help to casualties with injuries or illnesses

## 2. Communication

Who	How
Pupils	School Council, PSHE sessions and assemblies.
Parents/Carers	School website, emails, letters and weekly Newsletter
School staff	Professional Learning Meetings, Medical Conditions training, staff noticeboard, memos and emails.
Supply Staff	On arrival at school.
Governors	Local Governing Body Meetings, Policy Reviews.

## 3. Emergencies

Event	Requirement
Emergency involving Common Serious Medical Conditions (CSMC's)	All staff are aware of all CSMCs at School.
	All staff understand their common law duty in an emergency to act like any reasonably prudent parent, including administering medication.
	Staff are appropriately trained and training is refreshed once a year/as needed.
	Notices are displayed in prominent locations including classrooms, kitchens and staff room advising staff what to do in the event of a CSMC emergency.
	Staff are provided with Healthcare Plans to inform who may need emergency help.
	Healthcare Plans will be sent or communicated with the hospital in the event of an emergency.
General Medical Emergency (GME)	All staff know what action to take in a GME including how to contact emergency services, what information to give and who to contact within school.
	Staff know that generally pupils should not be taken to hospital in staff cars. Guidance when this is permitted will be obtained from the LA.
	Staff know that a member of staff should accompany a pupil to hospital and stay until the parent is available.
	Staff are regularly trained in GME response.
	Action to take in a GME is prominently displayed in classrooms, kitchens and staff room.

## 4. Administering Medication

Who	Action
Pupils	<b>Access to medication:</b> Pupils with medical conditions have easy access to their medication.
	<b>Administering medication:</b> <ol style="list-style-type: none"> <li>1) All other pupils with medical conditions understand the arrangements for a member of staff to assist in helping them take their medication safely.</li> <li>2) The school is aware that sometimes medication should only be administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult.</li> </ol>
	<b>Refusal of Medication:</b> If a pupil at this school refuses their medication, staff record this and follow procedure. Parents/Carers are informed as soon as possible.
	<b>Use of Medication:</b> <ol style="list-style-type: none"> <li>1) If a pupil misuses medication, either their own or another pupil's, Parents/Carers are informed as soon as possible. These pupils are subject to the school's usual disciplinary procedures.</li> <li>2) This school and its staff understand the importance of medication being taken as prescribed.</li> </ol>
Staff	<b>Supervision:</b> <ol style="list-style-type: none"> <li>1) All medication is administered under the supervision of a member of staff.</li> <li>2) If a pupil at this school needs supervision or access to medication during home to school transport organised by the LA, 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 trained and have access to the relevant Healthcare Plans.</li> </ol>
	<b>Staff Duties:</b> <ul style="list-style-type: none"> <li>• There are several members of staff (Mainstream Teaching Assistants) at this school who have been specifically contracted to administer medication.</li> <li>• 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 (or in an emergency, see below).</li> <li>• 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.</li> </ul>
	<b>Residential and Offsite Visits:</b> see below
<b>Parents/Carers</b>	Parents/Carers 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.
<b>External Agency</b>	IntraHealth administer the flu nasal spray vaccination for our pupils on a yearly basis in the Autumn Term.

## 5. Storage of Medication

<b>Emergency Medication</b>	<p>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.</p> <p>Pupils, whose healthcare professionals and Parents/Carers 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</p>
<b>Non-Emergency Medication</b>	<p>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.</p>
<b>Staff and Storage</b>	<ul style="list-style-type: none"> <li>• Staff ensure the correct storage of medication at school, particularly with reference to temperature.</li> <li>• All controlled drugs are kept in a locked cupboard and only named staff have access, even if pupils normally administer the medication themselves.</li> <li>• Staff ensure that medication is only accessible to those for whom it is prescribed.</li> <li>• Regular checks are made throughout the year of the expiry dates for all medication stored at school and disposal of out of date medication arranged, as below.</li> <li>• All emergency and non-emergency medication brought into school is, preferably in its original containers, is clearly labelled with the pupil's name, the name and dose of the medication, expiry date and the frequency of dose. This includes all medication that pupils carry themselves.</li> <li>• 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 and placed in the fridge.</li> <li>• All medication is sent home with pupils at the end of the school year. Medication is not stored in summer holidays.</li> </ul>
<b>Parents/Carers</b>	<p>Responsible for ensuring new and in date medication comes into school on the first day of the new academic year.</p>
<b>Disposal</b>	<p>Parents/Carers at this school are asked to collect out-of-date medication. If Parents/Carers do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.</p> <p>Sharps boxes:</p> <ol style="list-style-type: none"> <li>1) Sharps boxes are used for the disposal of needles. Parents/Carers obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.</li> <li>2) If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy or to school or the pupil's parent.</li> <li>3) Collection and disposal of sharps boxes is arranged with the LA's environmental services.</li> </ol>

## 6. Record Keeping

<b>Admission Forms</b>	Parents/Carers are asked if their child has any health conditions or health issues on the Data Collection Admission Form which are filled out at the start of Reception. Parents/Carers of new pupils starting at other times during the year are also asked to provide this information on enrolment forms.
<b>Healthcare Plan and Medication Form</b>	<ol style="list-style-type: none"> <li>1) We use 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.</li> <li>2) A Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all Parents/Carers of pupils with a long-term medical condition. This is sent:             <ol style="list-style-type: none"> <li>a. at the start of the school year</li> <li>b. at enrolment</li> <li>c. when a diagnosis is first communicated to the school.</li> </ol> </li> <li>3) If a pupil has a short-term medical condition that requires medication during school hours, a request for school to give medication permission record form plus explanation is sent to the pupil's Parents/Carers to complete. See Appendix 1 – Form 3a &amp; 3b</li> <li>4) The Parents/Carers, healthcare professional and pupil with a medical condition are asked to fill out the pupil's Healthcare Plan together. Parents/Carers then return these completed forms to the school.</li> <li>5) This school ensures that a member of staff is also present, if required to help draw up a Healthcare Plan for pupils with complex healthcare or educational needs.</li> <li>6) A member of staff follows up with the Parents/Carers any further details on a pupil's Healthcare Plan required or if permission for administration of medication is unclear or incomplete.</li> </ol>
<b>School Healthcare Plan register</b>	Healthcare Plans are used to create a centralised register of pupils with medical needs. A named member of staff has responsibility for the register at this school.
<b>On-going communication and review of Healthcare Plans</b>	<ol style="list-style-type: none"> <li>1) Parents/Carers at this 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.</li> <li>2) Staff at this school check that information held by the school on a pupil's condition is accurate and up to date.</li> <li>3) Every pupil with a Healthcare Plan at this school has their plan discussed and reviewed at least once a year.</li> </ol>
<b>Storage and access to Healthcare Plans</b>	<ol style="list-style-type: none"> <li>1) Parents/Carers and pupils at this school are provided with a copy of the pupil's current agreed Healthcare Plan.</li> <li>2) Healthcare Plans are kept in a secure central location at school.</li> <li>3) Apart from the central copy, specified members of staff (agreed by the pupil and Parents/Carers) securely hold copies of pupils' Healthcare Plans. These copies are updated at the same time as the central copy.</li> <li>4) All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care.</li> <li>5) When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the Healthcare Plans of pupils in their care.</li> <li>6) This school ensures that all staff protect pupil confidentiality.</li> </ol>

	<p>7) This school seeks permission from Parents/Carers 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.</p> <p>8) This school seeks permission from the pupil and Parents/Carers before sharing any medical information with any other party.</p>
<b>Use of Healthcare Plans</b>	<p>Healthcare Plans are used by this school to:</p> <ol style="list-style-type: none"> <li>1) Inform the staff and supply teachers about the needs of a pupil with a medical condition in their care.</li> <li>2) Remind pupils with medical conditions to take their medication when they need to.</li> <li>3) 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.</li> <li>4) Ensure that all medication stored at school is within the expiry date.</li> <li>5) 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.</li> <li>6) Remind Parents/Carers 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.</li> </ol>
<b>Consent to administer medicines in Healthcare Plans</b>	<ol style="list-style-type: none"> <li>1) If a pupil requires regular prescribed or non-prescribed medication at school, Parents/Carers 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. A separate form is sent to Parents/Carers for pupils taking short courses of medication.</li> <li>2) All Parents/Carers 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.</li> <li>3) 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/Carers keep a copy of this agreement.</li> <li>4) Parents/Carers of pupils with medical conditions at this school are all asked at the start of the school year 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.</li> </ol>
<b>Residential Visits</b>	See Section 7 below
<b>Record of Administration</b>	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/Carers are informed as soon as possible. See Appendix 1 – Form 3a and 3b
<b>Record of Training</b>	<ol style="list-style-type: none"> <li>1) This school holds training on common medical conditions once a year. A log of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive training.</li> <li>2) All 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.</li> </ol>
<b>Record of Staff</b>	This school keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.
<b>Record of Medical Emergencies</b>	This school reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to policy and procedures are implemented after each review.

## 7) Residential and Out of School Visits

Aspect	Action
<b>Risk Assessment</b>	Consider access to activities, storage of all medication, staff medical capability and access to help in an emergency
<b>Additional Medication</b>	Be prepared to accommodate any additional medication and equipment needs
<b>Staff</b>	Make arrangements for an appropriately trained member of staff to be available to administer medication
	Staff receive any necessary additional information about the medical condition, triggers and what to do in an emergency
<b>Procedures</b>	Parents/Carers receive a form at the beginning of the school year for completion
	Parents/Carers give consent for staff to administer medication at night or in the morning if required.
	All residential visit forms and the pupil's Healthcare Plan are taken by staff on visits and for all out-of-school hours activities where medication is required.

## 8) Triggers

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.

Aspect	Action
<b>Training</b>	First Aid staff are trained on CMC's and common triggers.
<b>List of Triggers</b>	A list of common triggers for the CMC's at this school has been written
	Written information about how to avoid common triggers for medical conditions has been provided to all school staff.
<b>Healthcare and Action Plans</b>	Healthcare Plans identify pupils who are sensitive to particular triggers. Each pupil has an action plan to ensure they remain safe during all lessons and activities throughout the school day.

## 9) Inclusivity

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.

Aspect	Action
<b>Physical Environment</b>	Ensure accessibility at school for pupils with medical conditions.
	Consult pupils with medical conditions.
	Out of school visits should be accessible.
<b>Social Interaction</b>	Review pupil needs during structured, unstructured social activities including breaks and pre/post school.
	Consider pupil needs and access to extended school activities such as school discos, school productions etc.
	Monitor social problems in accordance with the school's Behaviour and Anti-Bullying Policy.
	Raise awareness in PSHE lessons.

<b>Aspect</b>	<b>Action</b>
<b>Exercise and Physical Activity</b>	Teachers and sports coaches: <ul style="list-style-type: none"> <li>• make appropriate adjustments to games to increase accessibility</li> <li>• do not force unwell children to take part</li> <li>• know of the need for a pupil to avoid an activity or take precautions</li> <li>• are aware of pupils' medical condition triggers and how to minimise</li> <li>• Ensure adequate food, water and medication</li> </ul>
	Pupils with medical conditions are encouraged to take part in team sports and after school clubs.
<b>Education and Learning</b>	Allow full access to curriculum, make appropriate adjustments and provide support.
	Ensure teachers are aware of possible medical reasons for tiredness, inattentiveness and absence.
	Monitor the progress of pupils with medical conditions and refer to SENDCO as necessary.
	Raise awareness about common medical conditions through PSHE lessons and assemblies.
	Train pupils how to deal with medical emergencies.

## 10) Roles and Responsibilities

<b>Who</b>	<b>What</b>
<b>Local Governing Body (LGB)</b>	Ensure Health and Safety Policies and risk assessments are inclusive, effectively monitored, evaluated and regularly update the MCP.
	Report to Parents/Carers, pupils, school staff and the LA about the successes and areas for improvement of the MCP.
<b>Head of School</b>	Ensure inclusivity within school.
	Keep MCP in line with national guidance and ensure it is reviewed/updated annually.
	Ensure the MCP is implemented and communicated to all staff including supply and new staff.
	Ensure staff are appropriately trained.
	Appoint a staff member to oversee the operation of the MCP.
	Ensure pupil confidentiality.
	Ensure that all medical information is up to date and appropriately shared.
	Liaise between pupils, staff, SENCO, Parents/Carers, school nurses, TA's, the school health service etc.
	Report to the LGB on implementation and other key stakeholders.
<b>All School Staff</b>	Be aware of triggers, CMC's and know what to do in an emergency.
	Understand the MCP.
	Know which pupils in their care have medical conditions and be aware of the Healthcare Plans.
	Allow pupils access to emergency medication.
	Communicate with Parents/Carers including informing when a child is unwell at school.
	Ensure pupils who carry medication have it with them when out of the classroom or on a school visit.
	Be aware of the social and physical needs of pupils with medical conditions.
	Ensure pupils with medical conditions are not excluded unnecessarily from activities.
	Ensure pupils have medication, food and water with them during exercise.
<b>Teaching Staff</b>	Support pupils who have been absent in catching up on school work.
	Be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it
	Liaise with Parents/Carers, healthcare professional and the SENDCO if a child is not making progress because of their medical condition.

	Use PHSE lessons to raise awareness about medical conditions.
<b>Welfare Assistant</b>	Help update the MCP.
	Supervise the implementation of the MCP in relation to administering medication, storage and record keeping.
	Hold and recommend training on CMCs for school staff.
	Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards in school.
	When necessary ensure that an ambulance or other professional medical help is called.
<b>SENDCO</b>	Know which pupils have a medical condition and which have SEND because of their condition.
	Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in tests, exams or course work.
<b>Pupils</b>	Treat other pupils with and without a medical condition equally.
	Tell their Parents/Carers, teacher or nearest staff member when they are not feeling well.
	Let a member of staff know if another pupil is feeling unwell.
	Treat all medication with respect.
	Know how to gain access to their medication 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.
<b>Parents/Carers</b>	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.
	Only 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.

# Appendix 1

## Form 3a – request for school to give medication (permission record – individual pupil)

Dear Head of School,

I request that ..... (Full name of pupil)

Date of birth .....

Class .....

Be given the following medicine(s) while at school:

Name/type of medicine (as described on container): .....

Medical condition or illness: .....

Symptoms: .....

Treatment: .....

Dosage and method: .....

Times to be given: .....

Aftercare and Other Instructions: .....

Duration of course: .....

Quantity Received & Expiry date: .....

Self-administration: Yes/No (mark as appropriate)

### Notes to Parents/Carers:

- 1 Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Head Teacher.
- 2 I understand that I must deliver the medicine personally to (agreed member of staff) and accept that this is a service that the school is not obliged to undertake.
- 3 Medicines must be in the original container as dispensed by the Pharmacy.
- 4 The above medication has been prescribed by the family or hospital doctor (Health Professional note received as appropriate). It is clearly labelled indicating contents, dosage and child's name in FULL.
- 5 I understand that it is my responsibility to collect the medication from the school office at the end of the school day/course of medication/.
- 6 I understand that I must notify the school of any changes in writing.
- 7 This agreement will be reviewed on a termly basis.
- 8 The LGB and Head of School reserve the right to withdraw this service.

Signed (Parent/Guardian): .....

Print Name: .....

Daytime Telephone Number: .....

Address: .....

Name and Telephone number of GP: .....

Date: .....



## Staff Roles & Responsibility Summary

### Roles and Responsibilities

- Be aware of triggers, CMC's and know what to do in an emergency.
- Understand the MCP.
- Know which pupils in their care have medical conditions and be aware of the Healthcare Plans.
- Allow pupils access to emergency medication.
- Communicate with Parents/Carers including informing when a child is unwell at school.
- Ensure pupils who have medication have it with them when out of the classroom or on a school visit.
- Be aware of the social and physical needs of pupils with medical conditions.
- Ensure pupils with medical conditions are not excluded unnecessarily from activities.
- Ensure pupils have medication, food and water with them during exercise.
- Use PHSE lessons to raise awareness about medical conditions.

### Administering Medication

#### **Supervision:**

- All medication is administered under the supervision of a member of staff.
- If a pupil at this school needs supervision or access to medication during home to school transport organised by the LA, 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 trained and have access to the relevant Healthcare Plans.

#### **Staff Duties:**

- There are several members of staff (Mainstream Teaching Assistants) at this school who have been specifically contracted to administer medication.
- 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 (or in an emergency, see below).
- 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.

### Storage of Medication

- Staff ensure the correct storage of medication at school, particularly with reference to temperature.
- All controlled drugs are kept in a locked cupboard and only named staff have access, even if pupils normally administer the medication themselves.
- Staff ensure that medication is only accessible to those for whom it is prescribed.
- Regular checks are made throughout the year of the expiry dates for all medication stored at school and disposal of out of date medication arranged, as below.

- All emergency and non-emergency medication brought into school is, preferably in its original containers, is clearly labelled with the pupil's name, the name and dose of the medication, expiry date and the frequency of dose. This includes all medication that pupils carry themselves.
- 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 and placed in the fridge.
- All medication is sent home with pupils at the end of the school year. Medication is not stored in summer holidays.

### **Residential and Out of School Visits**

- Make arrangements for an appropriately trained member of staff to be available to administer medication
- Staff receive any necessary additional information about the medical condition, triggers and what to do in an emergency

## EQUALITY IMPACT STATEMENT

Names and titles of people involved with this assessment	<b>Mark Sackville-Ford – Assistant Trust Director of SEND</b>												
Impact assessment carried out with regard to identified characteristics	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Race</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Disability</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Gender</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Age</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Religion &amp; belief</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Sexual orientation</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table>	Race	<input checked="" type="checkbox"/>	Disability	<input checked="" type="checkbox"/>	Gender	<input checked="" type="checkbox"/>	Age	<input checked="" type="checkbox"/>	Religion & belief	<input checked="" type="checkbox"/>	Sexual orientation	<input checked="" type="checkbox"/>
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Summary of any issues/proposed changes													
Date	May 2021												
Date of next review	July 2023												