

NOVEMBER 2018



SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY

**SPRING COMMON ACADEMY TRUST
AMERICAN LANE, HUNTINGDON, CAMBRIDGESHIRE. PE29 1TQ**

SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY

Spring Common Academy is an inclusive community and welcomes pupils with medical conditions. We prepare for admissions and make sure that parents feel they are working in partnership with a class team.

We understand the importance of making the school welcoming and supportive to pupils with medical conditions who currently attend and developing our provision to those who may enrol in the future.

As a school we provide all children with all medical conditions the same opportunities as others at school.

Pupils with medical conditions are encouraged to take control of their condition as far as possible. Pupils receive support to feel confident in the support they receive from the school and health professionals to help them do this as they prepare for adulthood.

We want all Parents and carers of pupils with medical conditions to feel secure in the care their children receive at this school.

The school ensures all staff understand their duty of care to children and young people in the event of an emergency. That staff feel confident in knowing what to do in an emergency and are able to seek assistance or consult other colleagues or emergency services to carry out their work.

As a school we appreciate that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

All staff understand the common medical conditions that affect children at this school, such as asthma and epilepsy. Staff receive training on the impact from the NHS Special Schools nursing team.

The medical conditions policy is understood and supported by the whole school and local health community.

** The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.*

Consultation for our Policy to support children with medical conditions.

As part of the operation of the school we consult with a wide range of professionals, parents and staff both within the school and health settings:

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. These key stakeholders include: Pupils with medical conditions, parents, NHS children's services and Trustees.

The views of pupils and their parents will be listened to and updates to the policy shall be made to recognise that feedback overtime.

The medical conditions policy will be on the school website and the pupil responsibilities discussed with the School Council. In the curriculum teachers will ensure personal safety and awareness of medicines and people who can help is introduced to enable preparation for adulthood.

Parents are informed about the medical conditions policy through ParentMail and school website.

School staff are informed and regularly reminded about the medical conditions policy:

Health professional are informed about the school's medical conditions policy:

All staff understand and are trained to implement the Policy:

- Know what to do in an emergency for the most common serious medical conditions at this school through training from the Cambridgeshire NHS Special Schools nursing team.
- All staff at this school are aware of the most common serious medical conditions at this school.
- 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 parent. This will include administration of medication and legal over the counter medication from a pharmacy.
- 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. Training is refreshed for all staff at least once a year.

Healthcare Plans inform the appropriate staff (including supply teachers) of pupils in their care who may need emergency help. A copy of the pupil's Healthcare Plan is sent to emergency / hospital with the pupil. On occasions when this is not possible the information is communicated to the hospital.

All staff understand and are trained in the school emergency procedures:

The staff know what action to take in the event of a medical emergency. This includes:

- How to contact emergency services, 111 rapid response and 999 and what information to give
- Who to contact within the school as nominated First Aiders in the case of an emergency.
- Training is refreshed for all staff at least once a year.
- If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until the parent arrives. The school will try to ensure that the staff member will be one the pupil knows.
- Staff should not take pupils to hospital in their own car or school transport if 999 ambulance service or rapid response is needed.

The school has clear guidance on the administration of medication.

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

All pupils are encouraged to carry and administer their own emergency medication, when their parents and health specialists determine they are able to start taking responsibility for their condition.

All pupils 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 visit.

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

Pupils who do not carry and administer their own emergency medication have daily arrangements in place for trained members of staff to assist in helping them take their medication safely.

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.

This school understands the importance of medication being administered and taken as prescribed and recorded.

There is no legal or contractual duty for staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so through generic job description.

Members of staff are happy to take on the role of administering medication. For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to pupils under the age of

16, but only with the written consent of the pupil's parent, and with the general administration of medication training having been completed by the staff member.

Training is given to all staff members who agree to administer medication to pupils. Spring Common Academy Trust provides indemnity through insurance.

All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably parent in an emergency situation. This may include taking action such as administering medication.

When any medication is administered it is always witnessed by a second adult.

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.

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

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 should be provided for safeguarding.

All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.

If a trained member of staff, who is usually responsible for administering medication, is not available this school makes alternative arrangements to provide the service. Where this affects the risk assessment of the activity it will be included in the risk assessment.

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.

There is clear guidance on the storage of medication at school

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.

In this school pupils keep their own emergency medication securely if they are deemed competent and reliable by the school and parents.

Pupils at this school are reminded to carry their emergency medication with them when deemed safe and appropriate.

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

Safe storage – non-emergency medication:

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

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

Administration of medicines procedures:

There are First Aiders who ensures the correct storage of medication at school.

In this school all controlled drugs are kept in a locked cupboard and only named staff have access, even if pupils normally administer the medication themselves with staff present.

Nominated first aiders check the expiry dates for all medication stored.

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 has a clear label from a pharmacy 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.

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.

Medication is stored in accordance with instructions, paying particular note to temperature, (fridge storage available).

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.

All medication is sent home with pupils at the end of the school year. Medication is not stored on the school site during the summer holidays.

It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

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

Sharps boxes are used for the disposal of needles. Parents 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.

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.

Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

Record keeping

Parents at this school are asked if their child has any health conditions or health issues on the enrolment form, which is filled out (new pupils) at the start of each school year. Parents of pupils starting at other times during the year are also asked to provide this information when the child starts school. The Nurse will act on any medical conditions disclosed.

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 pupils with a long-term medical condition. This is sent:

- at the start of the school year
- at enrolment
- when diagnosis is first communicated to the school.

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 Healthcare Plan together. Parents then return these completed forms to the school.

Relevant member of school staff is also present, if required to help draw up a Healthcare Plan for pupils with complex healthcare or educational needs.

School Healthcare Plan register

Healthcare Plans are used to create a centralised register of pupils with medical needs retained by the school office.

The school nurse follows up with the parents any further details on a pupil's Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

Ongoing communication and review of Healthcare Plans

Parents at this school are responsible for updating 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 by liaising with the school nurse service.

Staff at this school use opportunities such as teacher–parent interviews and home–school diaries to check that information held by the school on a pupil's condition is accurate and up to date.

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

Storage and access to Healthcare Plans

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

Healthcare Plans are kept in a secure central location at school. Apart from the central copy, there may be a copy held in the child's classroom for use during the school day. These copies are updated at the same time as the central copy.

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

We ensure staff protect pupil confidentiality and comply with GDPR and the school Data Protection Policy.

We seek 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.

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

Use of Healthcare Plans

Healthcare Plans are used by 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

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

All parents of pupils with a medical condition who may require medication in an emergency are asked to provide consent on the Healthcare Plan for staff to administer medication.

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

Parents of pupils with medical conditions at 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. For most pupils within our special school we acknowledge this is not possible.

Residential visits

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.

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.

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.

The residential visit form also details what medication and 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

We keep 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.

Staff training on common medical conditions is annual. 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.

All school staff 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.

We keep an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

We ensure 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

Our school is committed to providing a physical environment that is accessible to pupils with medical conditions.

Pupils with medical conditions are included in the consultation process to ensure the physical environment at this school is accessible.

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

Social interactions

We ensure 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 as far as possible.

Our school plans to ensure the needs of pupils with medical conditions are adequately considered to ensure they have full access to school activities after school clubs and residential visits.

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

Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

Exercise and physical activity

We understand the importance of all pupils taking part in sports, games and activities and gaining personal fitness.

We ensure 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.

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 or medical advice reports it might compromise their medical condition.

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.

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 minimize these triggers.

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

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

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.

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.

Lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum.

Pupils at this school learn about what to do in the event of a medical emergency where they are able to act competently.

Residential visits

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.

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.

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.

This school is aware of the common triggers that can make medical conditions worse or can bring on an emergency.

- We try to reduce the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.
- 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.
- 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.
- 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.
- 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.

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

We work in partnership with all interested and relevant parties including the school's governing body, all school staff, parents, employers, community healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully.

The following responsibilities are used for the medical conditions policy at this school:

The Head Teacher has responsibility to:

- Provide indemnity for staff to administer medication to pupils with medical conditions with insurance cover.
- 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 with off-site visits.

- Ensure the school health and safety policies and risk assessments arrangements are inclusive of the needs of pupils with medical conditions.
- Ensure the school is inclusive and welcoming and that the support for the pupils' medical conditions is in line with local and national guidance and policy frameworks.
- Communication is effective to enable the policy to be put into action.
- Ensure that the school system is fit for purpose so 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 there are arrangements in place to ensure confidentiality.
- Ensure staff have access to medical training and first aid.
- Ensure supply teachers are guided by experienced staff to enable them to implement the policy on a short term basis.
- Delegate nominated First Aiders to check the expiry date of medicines kept at school and maintain the school medical conditions register.
- Monitor and check for any updates to the policy annually
- Evaluate impact of the Policy to Trustees in the annual report.

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.
- Ensure they follow up anything they do not understand in the policy.
- Have up to date knowledge of pupils in their care have a medical condition and read and sign the pupil's Healthcare Plan.
- Ensure pupils 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.
- Vigilance of pupils with medical conditions who may be experiencing bullying or need extra social support.
- Ensure they 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 or medical advice provided).

- Develop a culture that pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.

Teachers at this school have a responsibility to:

- Awareness that medical conditions can affect a pupil's learning.
- Liaise with parents, the pupil's healthcare professionals and welfare officers if a child is falling behind educational milestones because of their condition.
- Use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions in our school community.

First aiders at this school have a responsibility to:

- Provide immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school.
- Complete the relevant paperwork following any intervention.
- Call for medical assistance as required including 999 ambulance service.

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

- Provide medical Healthcare Plans to parents that can be shared with school.
- When 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 if the young person is deemed to have capacity to do so.
- Ensure the child or young person knows how to take their medication effectively when they are competent to do so.
- 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 parents and also the pupil when required).
- Provide medical advice that may inform the medical conditions Policy

The pupils at this school have a responsibility to:

- Be helpful to other pupils with a medical condition.
- Tell their parents, teacher or nearest staff when they are not feeling well if they are able.
- Let a member of staff know if another pupil is feeling unwell, if they are able.
- Let any pupil take their medication when they need it.
- Treat all medicines safely if they come into contact with any.
- Know how to access to their medication in an emergency.
- When they are deemed able, learn how to take their own medication and to take it when they need it after medical advice.
- Get a member of staff if they think there is an emergency situation.

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

- Tell the school if their child has a medical condition
- Make 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, completing the relevant paperwork.
- Inform the school of any medication their child requires for visits, and other out-of-school activities, completing the relevant paperwork.
- 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.

** The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.*

The medical conditions policy is reviewed and updated annually.

Further advice and resources:

The Anaphylaxis Campaign
www.anaphylaxis.org.uk

Asthma UK
www.asthma.org.uk

Diabetes UK
www.diabetes.org.uk

Epilepsy Action
epilepsy@epilepsy.org.uk
www.epilepsy.org.uk

Council for Disabled Children
www.ncb.org.uk/cdc

National Children's Bureau
www.ncb.org.uk

Policy agreed on: ____NOVEMBER 2018_____

Signed on behalf of the Trustees____

Committee: _____

Author: _____

Review date (optional): _____

Website Y/N