St Andrew's C.E. First School Medical Conditions Policy

1. **This school is an inclusive community that aims to support and welcome pupils with medical conditions.**

    a. St Andrew's C.E. First School understands that it has a responsibility to make the school welcoming and supportive to pupils with medical condition who currently attend and to those who may enroll in the future.

    b. St Andrew's C.E. First School aims to provide all children with all medical conditions the same opportunities as others at school. We will help to ensure they can:
        - Be healthy
        - Stay Safe
        - Enjoy and achieve
        - Make a positive contribution
        - Achieve economic well-being

    c. Pupils with medical conditions are encouraged to take control of their condition. Pupils feel confident in the support they receive from school to help them do this.

    d. St Andrew's C.E. First School aims to include all pupils with medical conditions in all school activities.

    e. St Andrew's C.E. First School ensures all staff understand their duty of care to children and young people in the event of an emergency.

    f. All staff feel confident in knowing what to do in an emergency.

    g. St Andrew's C.E. First School understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

    h. All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact this can have on pupils.

2. **The medical conditions policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation.**

    a. Parents are informed and regularly reminded about the medical conditions policy:
        - At the start of the school year when communication is sent out about healthcare plans.
        - In the school newsletter at intervals in the school year
        - When the child is enrolled as a new pupil
        - Via the school's website, where it is available all year round.

    b. School staff are informed and reminded about the medical policy
        - Via school medical register
        - Through First Aid folder on staff share
        - At scheduled medical conditions training
        - Through key principles of the policy being displayed in the staff room

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

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

    b. Staff at St Andrew's C.E. First School understand their duty of care to pupils in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.

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

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

    e. Action for staff to take in an emergency for the common serious conditions at this school is displayed in prominent locations including the staff room, office and classrooms.

    f. St Andrew's C.E. First School uses Individual Healthcare Plans to inform the appropriate staff including supply teachers and support staff) of pupils in their care who may need emergency help.

    g. St Andrew's C.E. First School has procedures in place so that a copy of the pupil's Healthcare Plan is sent to the emergency care setting with the pupil.

4. **All staff understand the school's general emergency procedures**
    a. All staff know what action is to be taken in the event of a medical emergency. This includes:
        - How to contact emergency services and what information to give
        - To contact a first aid member of staff

    b. If a pupil needs to be taken to hospital, a member of staff will accompany them if parents are unavailable or school will ask parent to meet ambulance at casualty.

    c. Staff should not take pupils to hospital in their own car.

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

    Administration – emergency medication

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

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

    c. Pupils who do not carry and administer their own emergency medication understand the arrangements for a member of staff to assist them in helping them take their medication safely.

Administration – general medication

a. St Andrew's C.E. First School understands the importance of medication being taken as prescribed.

b. 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.

c. Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.

d. Many members of staff are happy to take on a voluntary 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 pupils parent.

e. Parents at St Andrew's C.E. First 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.

f. 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 additional medication or equipment needed.

6. St Andrew's C.E. First School has clear guidance on the storage of medication at school

Safe storage – emergency medication (epipens)

a. Emergency medication is readily available to pupils who require it at all times.

b. 1 epipen is stored in the classroom of the pupil to whom it belongs. The spare is kept in the Orange Bag of classroom.

Safe storage – non emergency medication

a. All non-emergency medication is kept in a cupboard in the staffroom. Pupils with medical conditions, and their teachers, know where their medication is stored and how to access it.

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

Safe Storage – general

a. There is an identified member of staff who ensures the correct storage of medication in this school

b. Termly the identified member of staff checks the expiry dates for all medication stored in school.

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

d. 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.

e. Some medication may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for storage of medication are in a secure area, inaccessible to unsupervised pupils.

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

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

Safe disposal

a. Parents are asked to collect out of date medication

b. If parents do not collect out of date medication, or at the end of the school year, medication is taken to the local pharmacy for safe disposal.

c. A named member of staff is responsible for checking dates of medication and arranging for the disposal of any that have expired. This check is done three times a year and is always documented.

7. St Andrew's C.E. First School has clear guidance about record keeping

Enrolment Forms

a. Parents at St Andrew's C.E. First School are asked if their child has any health conditions on the Data Collection Sheet, which is filled out at the start of each school year. Parents of new pupils starting at other times during the year are also asked to provide this information.

Healthcare plans

a. St Andrew's C.E. First 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. These healthcare plans are held in the school office.

b. 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 a diagnosis is first communicated to the school

c. A relevant member of staff is available to help draw up the Individual Healthcare plans when necessary.

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

e. Parents are asked to inform school if their child has a medical emergency or if there have been changes to their symptoms, or their medication and treatments change. This is to ensure the healthcare plans can be updated accordingly.

Healthcare plan register

a. Healthcare Plans are used to create a centralized register of pupils with medical needs. An identified member of staff has responsibility for the register at St Andrew's C.E. First School.

Storage and access to Healthcare Plans

a. Parents are provided with a copy of the pupil's current agreed Healthcare Plan.

b. Healthcare plans are scanned onto the First Aid files on Staff Shared.

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

d. St Andrew's C.E. First School ensures that all staff protect pupil confidentiality.

e. St Andrew's C.E. First 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.

Residential visits

a. Parents are sent a residential form to be completed and returned to school 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 relevant information to staff to help manage the pupil's condition while they are away. This includes information about medication not normally taken during school hours.

b. All residential visits forms are taken by the relevant staff member on visits and for all out of hours activities where medication is required. These are accompanied by a copy of pupil's Healthcare Plans.

c. 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 requested.

Other record keeping

a. St Andrew's C.E. First 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 and kept in the school office.

b. This school have many first aider. A log of first aiders is kept by the school and reviewed every 12 months to ensure it is up to date.

c. 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 relevant training.

8. St Andrew's C.E. First School ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

Physical environment

a. St Andrew's C.E. First School is committed to providing a physical environment that is accessible to pupils with medical condition

Exercise and physical activity

a. St Andrew's C.E. First School understands the importance of all pupils taking part in sports, games and activities.

b. St Andrew's C.E. First School ensures all staff make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.

c. All staff are aware of pupils in their care who have been advised to avoid or take special precautions with particular activities.

d. St Andrew's C.E. First School ensure all staff are aware of their potential triggers for pupils' medical conditions when exercising and how to minimize these triggers.

Education and learning

a. St Andrew's C.E. First School ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures appropriate adjustments and extra support are provided.

b. Staff are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are having difficulties with their learning are referred to the SEN coordinator. The school's SEN coordinator consults the pupil, parents and, if relevant, the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.

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

a. St Andrew's C.E. First School works in partnership with all interested and relevant parties including all school staff, parents, employers and community healthcare professionals to ensure the policy is planned, implemented and maintained successfully.

b. The following roles and responsibilities are used for the medical policy at this school. These roles are understood and communicated regularly.

Employer

St Andrew's C.E. First School's employer has a responsibility to:

Headteacher

St Andrew's C.E. First School's headteacher 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 pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips.
- Make sure the medical policy is effectively monitored and evaluated and regularly updated.
- Provide indemnity to staff who volunteer to administer medication to pupils with medical conditions.
- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks.
- Liaise between interested parties including pupils, school staff, special educational needs coordinator, teaching assistants, school nurses, parents and governors.
- Ensure the policy is put into action, with good communication of the policy to all.
- Ensure every aspect of the policy is maintained.
- Ensure information held by the school is accurate and up to date and that there are good information sharing systems in place using pupil's healthcare plans.
- Ensure pupil confidentiality.
- Assess the training and development needs of staff and arrange for them to be met.
- Ensure all supply staff and new teachers know the medical conditions policy.
- Update the medical policy at least once a year according to review recommendations and recent local and national guidance and legislation.

All school staff

All staff at St Andrew's C.E. First 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 medical policy.
- Know which students in their care have a medical condition.
- Allow all students to have immediate access to their emergency medication.
- Maintain effective communication with parents including informing them if their child has been unwell at school.
- Be aware of pupils with medical conditions who may be experiencing bullying or need extra social support.
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teaching staff

Teachers at St Andrew's C.E. First School have a responsibility to:

- Ensure students who have been unwell catch up on missed school work.
- Be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it.
- Liaise with parents, the pupil's healthcare professional and SEN coordinator if a student is falling behind with their work because of their condition.

First aiders

First aiders at St Andrew's C.E. First School have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school.
- When necessary ensure that an ambulance or other professional medical help is called.

Special Educational Needs Coordinators

SEN coordinators at St Andrew's C.E. First School have a responsibility to:

- Help update the school's medical condition policy.
- Know which pupils have a medical condition and which have special educational needs because of their condition.
- Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in tests.

Pupils

The pupils at St Andrew's C.E. First School have a responsibility to:

- Treat other students with and without a medical condition equally.
- Tell their parents, teacher or nearest staff member when they are not feeling well.
- Let a member of staff know if another pupil is feeling unwell.

- Treat all medication with respect.
- Know how to gain access to their medication in an emergency.
- Ensure a member of staff is called in an emergency situation.

Parents*

The parents of a student at St Andrew's C.E. First School have a responsibility to:

- Tell the school if their child has a medical condition.
- Ensure the school has a complete and up-to-date Healthcare plan for their child.
- Inform the school about the medication their child requires 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 medication is within expiry dates.
- Keep 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.

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

Legislation and guidance

Introduction

- Local authorities, schools and governing bodies are responsible for the health and safety of pupils in their care.
- Areas of legislation that directly affect a medical conditions policy are described in more detail in Managing Medicines in Schools and Early Years Settings. The main pieces of legislation are the Disability Discrimination Act 1995 (DDA), amended by the Special Educational Needs and Disability Act 2001 (SENDA) and the Special Educational Needs and Disability Act 2005. These acts make it unlawful for service providers, including schools, to discriminate against disabled people. Other relevant legislation includes the Education Act 1996, the Care Standards Act 2000, the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Medicines Act 1968. This section outlines the main points from the relevant legislation and guidance that schools should consider when writing a medical conditions policy.

Managing Medicines in Schools and Early Years Settings (2004)

This provides guidance from the DfES (now DCFS) and DH on managing medicines in schools and early years settings. The document includes the following chapters:

- developing medicines policies
- roles and responsibilities

- dealing with medicines safely
- drawing up a Healthcare Plan
- relevant forms.

Medical Conditions at School: A Policy Resource Pack is designed to work alongside Managing Medicines in Schools and Early Years Settings.

Disability Discrimination Act 1995 (DDA) and the Special Educational Needs and Disability Acts (2001 and 2005)

- Many pupils with medical conditions are protected by the DDA and SENDA, even if they don't think of themselves as 'disabled'.
- The Commission for Equality and Human Rights (CEHR) (previously the Disability Rights Commission) publishes a code of practice for schools, which sets out the duties under the DDA and gives practical guidance on reasonable adjustments and accessibility. The CEHR offers information about who is protected by the DDA, schools' responsibilities and other specific issues.

- Schools' responsibilities include:

- not to treat any pupil less favourably in any school activities without material and sustainable justification
- to make reasonable adjustments that cover all activities – this must take into consideration factors such as financial constraints, health and safety requirements and the interests of other pupils. Examples of reasonable adjustments can be found in the DfES resource: Implementing the DDA in Schools and Early Years Settings*
- to promote disability equality in line with the guidance provided by the DCSF and CEHR through the Disability Equality Scheme.

*DfES publications are available through the DCSF.

The Education Act 1996

Section 312 of the Education Act covers children with special educational needs, the provisions that need to be made and the requirements local health services need to make to help a local authority carry out its duties.

The Care Standards Act 2000

This act covers residential special schools and responsibilities for schools in handling medicines.

Health and Safety at Work Act 1974

This act places duties on employers for the health and safety of their employees and anyone else on their premises. This covers the head teacher and teachers, non-teaching staff, pupils and visitors.

Management of Health and Safety at Work Regulations 1999

These regulations require employers to carry out risk assessments, manage the risks identified and to communicate these risks and measures taken to employees.

Medicines Act 1968

This act specifies the way that medicines are prescribed, supplied and administered.

Additional guidance

Other guidance resources that link to a medical conditions policy include:

- Healthy Schools Program – a medical conditions policy can provide evidence to help schools achieve their healthy school accreditation
- Every Child Matters: Change for Children (2004). The 2006 Education Act ensures that all schools adhere to the five aims of the Every Child Matters agenda
- National Service Framework for Children and Young People and Maternity Services (2004) – provides standards for healthcare professionals working with children and young people including school health teams
- Health and Safety of Pupils on Educational Visits: A Good Practice Guide (2001) – provides guidance to schools when planning educational and residential visits
- Misuse of Drugs Act 1971 – legislation on the storage and administration of controlled medication and drugs
- Home to School Travel for Pupils Requiring Special Arrangements (2004) – provides guidance on the safety for pupils when traveling on local authority provided transport
- Including Me: Managing Complex Health Needs in School and Early Years Settings (2005).

Further advice and resources

The Anaphylaxis Campaign
PO Box 275
Farnborough
Hampshire GU14 6SX
Phone 01252 546100
Fax 01252 377140
info@anaphylaxis.org.uk
www.anaphylaxis.org.uk

Asthma UK
Summit House
70 Wilson Street
London EC2A 2DB
Phone 020 7786 4900
Fax 020 7256 6075
info@asthma.org.uk
www.asthma.org.uk

Diabetes UK
Macleod House
10 Parkway
London NW1 7AA
Phone 020 7424 1000
Fax 020 7424 1001
info@diabetes.org.uk
www.diabetes.org.uk

Epilepsy Action
New Anstey House
Gate Way Drive
Yeadon
Leeds LS19 7XY
Phone 0113 210 8800
Fax 0113 391 0300
epilepsy@epilepsy.org.uk
www.epilepsy.org.uk

Long-Term Conditions Alliance
202 Hatton Square
16 Baldwins Gardens
London EC1N 7RJ
Phone 020 7813 3637
Fax 020 7813 3640
info@ltca.org.uk
www.ltca.org.uk

Department for Children, Schools and Families
Sanctuary Buildings
Great Smith Street
London SW1P 3BT
Phone 0870 000 2288
Textphone/Minicom 01928 794274
Fax 01928 794248
info@dcsf.gsi.gov.uk
www.dcsf.gov.uk

Council for Disabled Children
National Children's Bureau
8 Wakley Street
London EC1V 7QE
Phone 020 7843 1900
Fax 020 7843 6313
cdc@ncb.org.uk
www.ncb.org.uk/cdc

National Children's Bureau
National Children's Bureau
8 Wakley Street
London EC1V 7QE
Phone 020 7843 6000
Fax 020 7278 9512
www.ncb.org.uk

Appendix 1 – Letter to parents

Dear Parent

RE: Individual Healthcare Plan

Thank you for informing us of your child's medical condition. As part of accepted good practice and with advice from the Department for Children, Schools and Families, relevant voluntary organisations and the school's governing bodies, our school has recently established a new medical conditions policy for use by all staff.

As part of this new policy, we are asking parents of children with a medical condition to help us by completing an Individual Healthcare Plan. Please complete the plan and return to school by……. If you would prefer to meet someone from the school to complete the plan or if you have any questions then please contact school.
Your child's completed plan will store helpful details about your child's medical condition, current medication, triggers, individual symptoms and emergency contact numbers. The plan will help school staff better understand your child's individual condition.

Please make sure the plan is regularly checked and updated and the school is kept informed about changes to your child's medical condition or medication. This includes any changes to how much medication they need to take and when they need to take it.

I look forward to receiving your child's Individual Healthcare Plan.

Thank you for your help.

Yours sincerely,

Mrs Fran Barnes

Appendix 2 – Individual Healthcare Plan (see individual file)

Appendix 3

Parental Agreement to Administer Prescribed Medication

Child's name	
Class	
Date of birth	
Date	
Review date	
Medical condition	

Medicine	
Name/type of medicine (as on container)	
Expiry Date	
Dosage and method	
Timing	
Special Precautions	
Any side effects?	
Self administration	Yes/No
Procedures to take in an emergency	

NB: Medicines must be in the original container dispensed by the pharmacy

Contact Details	
Name	
Relationship to child	
Phone Number (Please provide in order of preference, eg. work, mobile, home)	1. 2. 3.
Address	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to St Andrew's C.E. First School staff to administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Parent/Legal Guardian's name	
Parent/Legal Guardian's signature	
Date	

Appendix 4

Record of Medicine Administered to an Individual Child

T drive/ first aid/ medication in school/ medicine administered in school.

Appendix 5 **Staff Training Record**

Type of Training Received	
Date of Training Completed	
Training provided by	
Profession and Title	

I confirm that the staff detailed below have received the training detailed here and are competent to carry out any necessary treatment.

Trainer's Signature	
Date	
Suggested Review Date	

Staff Name	Signature	Date