



# Supporting Pupils with Medical Needs Policy

Agreed by staff: Summer 2015

Agreed by Governing Body: Summer 2015

Date of next review: Summer 2018

## 1. Policy Aims

- This school understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.
- The 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.
- Where appropriate, pupils with medical conditions are encouraged to take control of their condition. Pupils feel confident in the support they receive from the school to help them do this.
- The school aims to include all pupils with medical conditions in all school activities where possible.
- Parents and carers of pupils with medical conditions should 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 and are confident in knowing what to do in an emergency.
- This school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
- Staff understand the common medical conditions that affect children at this school. Key staff receive training on the impact this can have on pupils.
- The policy is understood and supported by the whole school and local health community.

## 2. Consultation

- The school has consulted on the development of this medical condition policy with a wide-range of key stakeholders, including:
  - school nurse
  - Head Teacher
  - The whole school staff
  - Inclusion Leader
  - Learning mentor
  - members of staff trained in first aid
  - school governors
- The needs of pupils with various medical conditions were taken into account during the consultation process.

- All key stakeholders were asked to comment on the draft policy before final agreement.
- This school recognises the importance of providing feedback to those involved in the development process and is committed to acknowledging input and providing follow-up to suggestions put forward.

### 3. Policy Communication

- Pupils are aware of this policy:
  - via personal, social and health education (PSHE) classes
- Parents/carers are informed about this policy:
  - when their child is enrolled as a new pupil
  - via the school's website
- School staff are informed about this policy:
  - at scheduled medical conditions training
  - via the staff handbook / H&S policy
  - through monitoring and evaluation of the policy

### 4. Responsibilities

- This school works in partnership with all interested and relevant parties, including the school's governing body, school staff, parents/carers, community healthcare professionals and pupils to ensure the policy is planned, implemented and monitored.
- The following roles and responsibilities are used for the medical conditions policy at this school. These roles are understood and communicated regularly.

#### Governing Body

- Make sure the medical conditions policy is effectively monitored and regularly updated.
- Report to parents/carers, pupils, school staff and Schools Health and Safety Team about the successes and areas for improvement of this policy.

#### Head Teacher

- Ensure the school is inclusive and welcoming and that this policy is in line with local and national guidance and policy frameworks
- Ensure the policy is implemented and monitored
- Ensure 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 pupil confidentiality
- Assess the training and development needs of staff and arrange for them to be met
- Delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register
- Monitor and review this policy, taking into account any recommendations and recent local and national guidance and legislation

- Report back to key stakeholders about implementation of this policy.

#### **All school staff**

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- Agree the school's medical conditions policy
- Know which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan
- Allow all pupils to have immediate access to their emergency medication
- Maintain effective communication with parents/carers, including informing them if their child has been unwell at school
- Ensure pupils who require medication have it with them when they go on a school visit or out of the classroom
- Be aware of pupils with medical conditions who may be experiencing bullying or need extra social support
- Understand the common medical conditions and the impact they can have on pupils
- Ensure all pupils with medical conditions are included in all activities possible
- Ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

#### **Teaching staff**

- Ensure pupils 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 needed
- Liaise with parents/carer and provide support if a child is falling behind with their work because of their condition
- Use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions.

#### **School nurse or school healthcare professional**

- Help update this policy
- Help provide regular training for school staff in managing the most common medical conditions at school or provide information about where the school can access other specialist training.

#### **First aider**

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

#### **Pupils**

- Treat other pupils with and without a medical condition equally
- Tell a staff member when they or another pupil are not feeling well

- Know how to gain access to their medication in an emergency
- If able, know how to take their own medication and to take it when they need it

### **Parents and Carers**

- Inform the school if their child has a medical condition
- Ensure the school has a complete and up-to-date Healthcare Plan for their child, including information on medication requirements
- Inform the school about the medication their child requires during school hours and on visits, outings or field trips
- Inform the school of any changes to their child's condition or medication
- Ensure their child's medication and medical devices are correctly labelled
- 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

## **5. Training**

### **Medical Conditions Awareness Training**

The most common medical conditions in school age children which require support are asthma, diabetes, epilepsy, eczema, allergic reactions (anaphylaxis if severe) and cystic fibrosis. All classes have staff trained in First Aid and basic awareness of the above conditions.

### **Administration of Medicines Training**

All members of school staff providing support to a pupil with medical needs will receive suitable training as identified during the development or review of Healthcare plans. Some staff may already have some knowledge of the specific support needed by a child with a medical condition and so extensive training may not be required.

Healthcare professionals will normally support school in identifying and agreeing the type and level of training required and how this can be accessed.

Training will be sufficient to ensure that staff are competent and have confidence in their ability to support pupils with medical conditions and to fulfil the requirements as set out in individual Healthcare Plans.

Healthcare professionals, including the school nurse, will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

The school will ask parents or carers to provide relevant information about how their child's needs can be met.

### **General Emergency Procedures**

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

- how to contact emergency services and what information to give
- who to contact within the school
- Action to take in a general medical emergency is included in the staff Handbook.
- If a pupil needs to be taken to hospital, a member of staff will accompany them and stay with them until a parent arrives.
- Staff should only take pupils to hospital in their own car in exceptional circumstances.

### **Pupil Specific Emergency Procedures**

All staff are aware of the most common serious medical conditions that pupils have in the school.

Staff understand their duty of care to pupils in the event of an emergency. In an emergency situation school staff are required to act like any reasonably prudent parent. This may include administering medication.

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. This is recorded on the Healthcare Plans.

Action for staff to take in an emergency for the common serious conditions at this school is displayed in the First Aid room.

## **6. Understanding Pupils' Medical Needs**

### **Admission forms**

Parents/carers are asked if their child has any health conditions or health issues on the admissions form.

### **Healthcare Plans**

Healthcare Plans are used to:

- Help to ensure that the school effectively supports pupils with medical conditions.
- Inform appropriate staff about the individual needs of a pupil with a medical condition in their care and what needs to be done, when and by whom.
- 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.

The following information is recorded:

- Personal details
- Family contact information
- Medical Services contact information
- Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision
- Daily care requirements
- Specific support for the pupil's educational, social and emotional needs
- Arrangements for school visits/trips etc.

- Description of what constitutes an emergency, and the action to take if this occurs
- Who is responsible in an emergency (and state if different for off-site activities)

### **Healthcare Plan Initiation**

Individual healthcare plans (and their review) may be initiated, in consultation with the parent, by a member of school staff or a healthcare professional involved in providing care to the child. Plans will be drawn up in partnership between the school, parents/carers, and a relevant healthcare professional who can best advise on the particular needs of the child.

Healthcare Plans may be used in cases where conditions fluctuate or where there is a high risk that emergency intervention will be needed and in other cases, where medical conditions are long-term and complex. The school, healthcare professional and parent will agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate. If consensus cannot be reached, the Head Teacher will make the final decision.

### **School Healthcare Plan register**

A centralised register of pupils with medical needs which details all pupils with Healthcare Plans is kept in the school. The Office staff or Senior First Aider has responsibility for updating the register at this school. This person also 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.

### **Storage and sharing Healthcare Plans**

Healthcare Plans are kept in the school Office. A copy is kept in the child's classroom and Breakfast Club, if appropriate

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

The school will seek permission from the pupil and parents/carers before sharing any medical information with any other party.

A copy of the Healthcare Plan will be sent to any emergency care setting with the pupil.

On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.

### **Review of Healthcare Plans**

Healthcare Plans are updated if a child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change.

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 at this school has their plan discussed and reviewed at least once a year.

## 7. Administration of medication

### General Policy

Medicines are only administered at school when it would be detrimental to a child's health or school attendance not to do so.

### Access to medicines

If a pupil requires medication at school or has a medical condition which may require medication in an emergency, parents/carers are asked to provide consent giving the pupil or staff permission to administer it.

Senior First Aiders/ Office staff, in partnership with the parents/carers of pupils with medical conditions, will ensure that **all** 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.

If a pupil requires regular/daily help in administering their medication, the school outlines the school's agreement to administer this medication on the pupil's Healthcare Plan.

Parents/carers have been informed that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.

### Administration of medicines – general principles

- The school understands the importance of medication being taken as prescribed.
- The Head Teacher, Business Manager and Senior First Aiders have volunteered and appointed to administer medicine
- Staff will not give prescription medicines or undertake healthcare procedures without appropriate training. Training is given to all staff members who agree to administer medication to pupils, where specific training is needed.
- In certain specified circumstances as described on the Healthcare plan, medication is only administered by an adult of the same gender as the pupil.
- If a pupil at this school refuses their medication, staff record this and follow procedures identified by the Healthcare plan. Parents/carers are informed as soon as possible.
- All controlled drugs are administered under the supervision of a named member of staff.

### Intimate Care

Intimate care encompasses areas of personal care, which most people usually carry out for themselves but some are unable to do so because of impairment or disability. The Head Teacher will arrange appropriate training for school staff who are willing to administer intimate care, as required. The school aims arrange for two adults to be present for the administration of intimate or invasive treatment. This minimises the potential for accusations of abuse. Staff will protect the dignity of the pupil as far as possible, even in emergencies.

## Records

This school keeps a record of occasions when 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.

## 8. Access to medication (including storage and disposal)

### Safe Storage

All medication is supplied and stored 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.

All non-emergency medication is kept securely in the school Office. Pupils with medical conditions know where their medication is stored and how to access it.

If it needs to be refrigerated, it is stored in an airtight and clearly labelled container, in a refrigerator used in the First Aid room, inaccessible to unsupervised pupils.

Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away.

Pupils are regularly reminded to carry their emergency medication with them where applicable.

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

Office staff check the expiry dates for all medication stored at school on a regular basis.

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

### Emergency medication

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

Where children have been determined not yet able or old enough to self-manage and carry their own emergency medication, they know where to access their emergency medication. Where relevant they are informed who holds the key to the storage facility.

### Emergency Ventolin

The school keeps an emergency Ventolin inhaler for use in emergencies, in the event that a child requires an inhaler but does not have access to one. The decision to administer will be taken by the Senior First Aider.

### Controlled Drugs

Controlled drugs will be securely stored in a cupboard in the Office. Only named staff

have access. The school will make the ultimate decision on a pupil by pupil basis.

### **Safe disposal**

Parents/carers 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.

The Senor First Aider is responsible for checking the dates of medication and arranging for the disposal of any that have expired.

A sharps box, kept in the First Aid room, is used for the disposal of needles. Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

## **9. Accessing the School and the Curriculum**

### **Physical environment**

This school is committed to providing a physical environment that is accessible as is reasonably practicable to pupils with medical conditions.

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

Health and Safety inspections of the school have due regard for the needs of pupils with medical conditions.

### **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.

Teaching staff are aware of the potential for pupils with medical conditions to have special educational needs or disabilities. If a pupil with a medical condition is finding it difficult to keep up with their studies, consultation will take place between the pupil, parents/carers and the healthcare professional to ensure that the effect of the pupil's condition on their schoolwork is properly considered and managed.

This school ensures all pupils with medical conditions are actively encouraged to take part in after school clubs. Healthcare plans are shared as necessary with external providers.

If a pupil is missing significant time at school, they have limited concentration or they are frequently tired, staff at this school understand that this may be due to their condition.

### **Exercise and physical activity**

This school believes that all pupils, irrespective of any medical need, have an entitlement to a meaningful and fulfilling experience of PE and sport.

Pupils with medical needs will be enabled to participate in sport and PE as far as is reasonably practicable. Teachers will be aware of how a child's medical condition will impact on their participation, but there should be enough flexibility for all children to participate according to their own abilities and with any reasonable adjustments. The schools will make arrangements for the inclusion of pupils in such activities with any

adjustments as required unless evidence from a clinician such as a GP states that this is not possible. Any restrictions on a child's ability to participate in PE will be recorded in their individual Healthcare Plan.

All PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

### **Social interactions**

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.

The needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities.

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.

## **10. Home to School Transport**

### **General**

The Local Authority has the duty to ensure that pupils are safe during any home to school journey. The arrangements is described in detail their Home to School Transport Medicines Policy.

The school will provide the Passenger Transport Team copies of Healthcare plans as necessary and when they are updated. The Passenger Transport Team will then extract information from this form to create a transport specific healthcare plan.

Most pupils with medical needs will not require supervision on school transport, but the Local Authority will provide appropriate trained escorts if they consider them necessary. Guidance will be sought from the child's GP or paediatrician.

Drivers and escorts know what to do in the case of a medical emergency- they receive training on an annual basis and support and fully understand what procedures to follow.

All drivers and escorts will have basic first aid training. Additionally trained escorts may be required to support some pupils with complex medical needs. These can be healthcare professionals or escorts trained by them.

The risk of severe allergic reactions will be minimised by restricting anyone allowed to eat on the vehicle.

### **Passenger Transport Epilepsy Procedures**

Passenger Transport has a specific policy regarding the management of pupils with epilepsy. Where pupils have been provided the medication, Buccal (oromucosal) midazolam

for the emergency treatment of epilepsy, the Transport of Controlled Medication Log will be completed by the escort:

- on receipt of the controlled medicine from the parent/carer
- when passing the controlled medicine to the school
- on receipt of the controlled medicine from the school
- when passing the controlled medicine back to the parent/carer

The form will be retained by Passenger Transport.

## 11. Offsite Visits

### Principles

Planning arrangements for visits and activities support the inclusion of pupils with medical conditions. Staff are made aware of how a child's medical condition will impact on their participation, but there should be enough flexibility for all children to participate according to their own abilities and with any reasonable adjustments. The school will make arrangements for the inclusion of pupils in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible.

### Planning- Accessing visits

As part of any planning that supports residential or day visits, Risk Assessments will ensure all pupils with medical conditions are included. Factors to be considered include:

- How all pupils will be able to access the activities proposed
- How routine and emergency medication will be stored and administered
- Whether additional staff support is needed and where can help be obtained in an emergency.
- Consider if any additional staff training is required to effectively manage medicines
- Consider whether insurance policies cover staff and pupils with pre-existing medical needs.

As part of any visit planning, arrangements should be made to take sufficient supplies of any necessary medicines, ensuring they are safely labelled, transported, stored (refrigerated if necessary), controlled and administered and that records are kept of their use.

All staff supervising visits should be made aware of individuals' medical needs and any medical emergency procedures. Summary sheets held by all staff, containing details of each individual's needs and any other relevant information provided by parents/carers, is one way of achieving this. Consideration should be given as to how individuals' confidentiality can be protected. Personal information must be securely disposed of when it is no longer needed.

If a sharps box is needed on an off-site or residential visit, the Senior First Aider is responsible for its safe storage and return to a local pharmacy or to school or the pupil's

parent.

### **Minor ailments occurring during a visit**

Staff will only carry basic first aid equipment on trips and visits (cleansing wipes, bandages, etc). In addition to this, they will take any medications prescribed for the children in their care. This is the same case for residential visits.

### **Pre-existing medical conditions**

Parents/carers will be sent a 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 overall health and should include; written details of medical conditions and of any medication required (including instructions on dosage/times), and for their permission for staff to administer medication.

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.

For residential visits and extended day visits, OV1 visit forms, or summary forms containing the relevant information in the OV1 are taken by the visit leader or nominated staff member on visits and for all out-of-school hours activities where medication is required. It may also be essential to take a copy of the pupil's Healthcare Plan.

Parents/carers 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, within the OV1 form.

The OV1 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.

### **Overseas visits**

Medicines which may be legally held in one country may be illegal in another. The rules of any country to be visited will be checked. Medicines will be properly labelled, and prescription medicines will be accompanied by a copy of the prescription. Where medication includes delivery by syringe, it may be necessary to show an accompanying doctor's note at border security. A personal licence may be required to take certain controlled medicines abroad.

In some countries, it is possible to purchase medicines over the counter which would require a prescription in the UK. These should not be used unless prescribed by a qualified medical practitioner.

## **12. Reducing the Risk**

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.

## 13. Forms / Reference Documents

### References

- Anaphylaxis Campaign- "Catering for Allergy - practical measures"  
[www.anaphylaxis.org.uk/food-industry/catering-for-allergy---practical-measures](http://www.anaphylaxis.org.uk/food-industry/catering-for-allergy---practical-measures)

- Medical Conditions Awareness Sessions Session 5: Epilepsy

[http://medicalconditionsatschool.org.uk/dl/hcp-speaker-otes/HCP\\_epilepsy\\_spknotes.pdf](http://medicalconditionsatschool.org.uk/dl/hcp-speaker-otes/HCP_epilepsy_spknotes.pdf)

### Children and Adults Guidance Sheets

- Medicines- Management of

### Risk Assessment

- Managing Medicines Risk Assessment

### General Guidance

- DfE- Supporting pupils at school with medical conditions
- DfES- Managing Medicines in Schools and Early Years Settings (2005 Document)
- OSCAR- School Policy Sickle Cell and Thalassaemia

### Management of Medicines Templates (Schools)

- Template A- individual healthcare plan
- Template B- parental agreement for setting to administer medicine
- Template C- record of medicine administered to an individual child
- Template D- record of medicine administered to all children
- Template E- staff training record - administration of medicines
- Template F- contacting emergency services
- Template G- model letter inviting parents to contribute to individual healthcare plan development

### Supporting pupils with medical conditions: links to other useful resources

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3/supporting-pupils-with-medical-conditions-links-to-other-useful-resources--2>