



**Bembridge C of E Primary School**  
'Learning to love God, one another and ourselves'

**Supporting pupils at school with medical  
conditions**

*Signed Sandra Grocock - (Headteacher)*

Date: 7 February 2019

*Signed Alan Morris (Chair - Board of Governors)*

Date: 7 February 2019

Review date: February 2020

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

We are committed to ensuring that all children with medical conditions, in terms of both physical and mental health, are properly supported so that they can play a full and active role in school life, remain healthy and achieve their academic potential. No child with a medical condition will be denied admission or prevented from taking up a place in our school because arrangements for their medical condition have not been made. We will ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases therefore we will not accept a child in school at times where it would be detrimental to the health of that child or others to do so.

This policy will be reviewed regularly and it is readily accessible to parents and school staff.

*This school aims to provide all children with all medical conditions the same opportunities as others at school. We will help to ensure:*

- Pupils with medical conditions are encouraged to take control of their condition, relevant to age. Pupils feel confident in the support they receive from the school to help them do this.
- This school aims to include all pupils with medical conditions in all school activities.
- Parents of pupils with medical conditions 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.
- This school understands 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.
- This school's medical conditions policy has been drawn up in consultation with a wide range of local key stakeholders within both the school and health settings

## Policy implementation

The Headteacher has overall responsibility for policy implementation.

They will:

- ensure that sufficient staff are suitably trained
- ensure that all relevant staff will be made aware of the child's condition;
- cover arrangements in case of staff absence or staff turnover to ensure someone is always available
- ensure supply teachers are briefed
- ensure risk assessments are carried out for school visits, holidays, and other school activities outside the normal timetable
- monitor individual healthcare plans.

### **Procedure to be followed when notification is received that a pupil has a medical condition**

When our school is notified that a pupil has a medical condition we will:

- make arrangements for any staff training or support
- make every effort to ensure that arrangements are put in place within two weeks
- not wait for a formal diagnosis before providing support to pupils

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

**Parents** are informed and regularly reminded about the medical conditions policy:

- by including the policy statement on the school website
- at the start of the school year when communication is sent out about Healthcare Plans

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

- by including the policy statement on the school server
- at the start of the school year when communication is sent out about Healthcare Plans

Relevant **local health staff** are informed and regularly reminded about the school's medical conditions policy:

by letter accompanied with a printed copy of the policy at the start of the

school year

Governors are informed and reminded about the school's medical conditions policy:

- through Governing Body meetings

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

- 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 reasonably prudent parent. This may include administering medication.
- 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 as necessary
- Action for staff to take in an emergency for the common serious conditions at this school is displayed in prominent locations for all staff, in staffroom and medical room.
- This school uses Individual Healthcare Plans to inform the appropriate staff of pupils in their care who may need emergency help.

*All staff understand and are trained in the school's general emergency procedures*

All staff 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 displayed in prominent locations for staff.
- If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The school tries to ensure that the staff member will be one the pupil knows.
- Staff should not take pupils to hospital in their own car, unless there is an emergency situation and it has been agreed by a member of the SLT.

## Administration and storage of medication at school

### Administration/Storage - emergency medication

- All pupils at this school with medical conditions have easy access to their emergency medication and know where it is kept. Staff working with the child know how to access and use this medication.
- Emergency medication is kept in a secure place in the classroom which is easily accessible, yet away from other pupils.

### Administration /Storage - general

- Where children are deemed competent to manage their own health needs and medicines by their parents and medical professional they will be supported to do this. We see this as an important step towards preparing pupils for the next stage of their education.
- 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 member of staff at this school.
- This school understands the importance of medication being taken as prescribed. we will only accept prescribed medicines if they are:
  - **are in-date**
  - **are labelled**
  - **are provided in the original container as dispensed by a pharmacist**
  - **include instructions for administration, dosage and storage.** *(NB The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container)*
- Keep controlled drugs that have been prescribed for a pupil securely stored in a non-portable container and only named staff should have access. Controlled drugs should be easily accessible in an emergency. A record should be kept of any doses used and the amount of the controlled drug held,
- 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. But most members of staff are happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer prescribed medication to pupils under the age of 16, but only with the written consent of the pupil's parent.
- 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.

- All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as administering medication.
- In some circumstances medication is only administered by an adult of the same gender as the pupil, and preferably 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 parents are informed as soon as possible.
- All staff attending off-site visits are aware of any pupils with medical conditions on the visit.
- 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. Medication is stored in accordance with instructions, paying particular note to temperature.
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will be always readily available to children and not locked away, including when pupils are outside the school premises, e.g. on school trips
- Three times a year the identified member of staff checks the expiry dates for all medication stored at school.
- 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.

### **Safe disposal**

- Parents at this school are asked to collect out-of-date medication. All medication is sent home with pupils at the end of the school year. Medication is not stored in summer holidays. If parents 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.
- 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 the medical room. Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

## Record Keeping

### Enrolment forms

Parents at this school are asked if their child has any health conditions or health issues on the enrolment form, 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 on enrolment forms. A register of medical issues is kept which all staff have access to.

### Individual healthcare plans

Any parent reporting that their child has an ongoing medical condition such as asthma, epilepsy, diabetes or more complex medical condition will be asked to complete an Individual Healthcare Plan (IHP). Individual healthcare plans help to ensure that the school effectively supports pupils with medical conditions. It is a legal requirement that this is updated annually. At our school we will ensure that plans are reviewed at least annually, or earlier if evidence is presented that the child's needs have changed. We will assess and manage risks to the child's education, health and social wellbeing, and minimises disruption.

### 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. The parents, healthcare professional and pupil with a medical condition, are asked to fill out the pupil's Individual Healthcare Plan together. Parents then return these completed forms to the school. Individual Healthcare Plans are kept in a secure central location at school but apart from the central copy, specified members of staff working with the child securely hold copies, preserving confidentiality.

### Information to be recoded

- the **medical condition, its triggers, signs, symptoms and treatments;**
- the **pupil's resulting needs**, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues
- specific **support for the pupil's educational, social and emotional needs** - for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons

- the **level of support** needed (NB If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring)
- **who will provide this support**, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;
- **who** in the school **needs to be aware** of the child's condition and the support required;
- arrangements for written permission from parents and the headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours;
- arrangements or procedures required for **school trips** or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments;
- **what to do in an emergency**, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

### **Other record keeping**

This school keeps an accurate record of each occasion medicines are administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school will be noted in school.

If a pupil refuses to have medication administered, this is also recorded and parents are informed as soon as possible.

### **Medication Form**

- If a pupil has a short-term medical condition that requires medication during school hours, parents are required to complete a medication form.

## **Residential visits and day trips**

We always actively support pupils with medical conditions to participate in school trips and visits and not prevent them from doing so. 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.

- 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 Individual Healthcare Plan if applicable.
- 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.

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

### **Physical environment**

- This school is committed to providing a physical environment that is accessible 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.

### **Social interactions**

- This school ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks.
- This school ensures the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as school discos, school productions, after school clubs and residential visits.
- 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**

- This school understands the importance of all pupils taking part in sports, games and activities.
- This school ensures 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.
- Teachers 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 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.
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### **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.

## **Roles and responsibilities**

This school works 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 roles and responsibilities are used for the medical conditions policy at this school. These roles are understood and communicated regularly.

### **Employer**

This school's employer (Governing Body) 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
- ensure health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions

- make sure the medical conditions policy is effectively monitored and evaluated and regularly updated
- provide indemnity for staff who volunteer to administer medication to pupils with medical conditions.

### **Head teacher**

This school's head teacher has a responsibility to:

- 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 coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents, governors, the school health service, the local authority transport service, and local care services
- ensure the policy is put into action, with good communication of the policy to all
- ensure every aspect of the policy is maintained
- 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' Individual Healthcare Plans
- ensure pupil confidentiality
- delegate staff members to check the expiry date of medicines kept at school and maintain the school medical conditions register
- monitor and review the policy regularly

### **All school staff**

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
- understand 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 Individual Healthcare Plan
- allow all pupils to 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
- 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 this school have a responsibility to:

- 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 professionals, special educational needs coordinator and welfare officers 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**

The school nurse at this school has a responsibility to:

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

## **First aider**

First aiders at this school have a responsibility to:

- 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.

## **SENCO**

Special educational needs coordinators at this school have the responsibility to:

- know which pupils have a medical condition and special educational needs because of their condition

## **Pupils**

The pupils at this school have a responsibility to:

- treat other pupils 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/Carers/Guardians**

The parents of a child at this 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 Individual Healthcare Plan for their child if applicable
- inform the school about the medication their child requires during school hours
- inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- tell the school about any changes to their child's medication, what they take, when, and how much
- inform the school of any changes to their child's condition
- ensure their child's medication and medical devices are labelled with their child's full name
- ensure that their child's medication is within expiry dates

*The medical conditions policy is regularly reviewed evaluated and updated.  
Updates are produced every year*

Supporting Documents:

Department for Education statutory guidance 'Supporting pupils at school with medical conditions' Dec 2015

Children and Families Act 2014

Equality Act 2010

Special Educational Needs Code of Practice

Other school policies such as Child Protection, Equal Opportunities,

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