



## Medical Conditions in Schools

### Policy statement

**Hailey CE Primary School is an inclusive community that aims to support and welcome pupils with medical conditions. We aim to provide all pupils with all medical conditions the same opportunities as others at school and achieve this by ensuring that:**

- All Hailey CE Primary School staff understand their duty of care to children and young people and understand what to do in an emergency (See Emergency Procedures document).
- The school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- The school understands the importance of medication being taken as prescribed.
- All staff understand the common medical conditions that affect children at this school.
- The school allows time for staff to receive training on the impact medical conditions can have on pupils.
- Staff receive additional training about any children they may be working with who have complex health needs supported by an Individual Health Plan (IHP)
- Parents/carers of pupils with medical conditions are aware of the care their children receive at this school.
- The medical conditions policy is understood and followed by the whole school and local health community.

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

- Parent/carers are informed about the medical conditions policy by including a policy statement on the school website where it is available all year round.
- School staff are informed and regularly reminded about the school's medical conditions policy: through staff meetings and by accessing the school's email communications.
- Supply and temporary staff are informed of the policy and their responsibilities including who is the designated person, any medical needs or Individual Health Plans related to the children in their care and how to respond in emergencies.
- Staff are made aware of any Individual Health Care Plans (Appendix 1) as they relate to their teaching/supervision groups. This is a role for the designated person.
- The school has procedures in place so that a copy of the pupil's Individual Health Plan is sent to the 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.
- 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. This school will try to ensure that the staff member will be one the pupil knows. The staff member concerned should inform the Headteacher or Deputy Headteacher if this takes place during an offsite visit.

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

### Administration – emergency medication

- The school will seek to ensure that pupils with medical conditions have **easy access to their emergency medication as required (eg inhalers, epilepsy medication administered by trained adult, hypo kit supported by trained adult).**
- The school will ensure that all pupils understand the arrangements for a member of staff to assist in helping them take their emergency medication safely.
- Where a child has asthma, parents/carers are requested to complete an Emergency Asthma Medication Form (see Appendix 3)

**Administration – general**

- This school understands the importance of medication being taken as prescribed.
- All use of medication is done under the appropriate supervision of a member of staff at this school unless there is an agreed plan for self-medication. Staff should be aware if pupils are using their medication in an abnormal way and should discuss this with the child and parent.
- All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so or unless the situation falls under their regular duty of care arrangements.
- Many other 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 medication to pupils under the age of 16, but only on completion of a proforma completed by parents/carers (see Appendix 2).
- Where a child has asthma, parents/carers are required to complete a School Asthma Card (see Appendix 3.)
- The school will ensure that specific training and updates will be given to all staff members who agree to administer medication to pupils if necessary.
- All school staff in this school 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 acting such as assisting in administering medication or calling an ambulance.
- In some circumstances, medication is only administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult. This will be agreed in the Individual Health Plan.
- Parents/carers at this school understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately. Parents/carers should provide the school with any guidance regarding the administration of medicines and/or treatment from the GP, clinics or hospital.
- If a pupil at this school refuses their medication, staff will record this and follow the defined procedures. Parents/carers will be informed of this non-compliance as soon as possible.
- All staff attending off-site visits are aware of any pupils on the visit who have medical conditions. They will 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. This is always addressed in the risk assessment for off-site activities.
- If a pupil misuses medication, either their own or another pupil's, their parents/carers are informed as soon as possible. The school will seek medical advice by ringing A+E if this situation arises. In such circumstances, pupils will be subject to the school's usual disciplinary procedures.

**Safe storage – medication**

- This school has an identified member of staff/designated person who ensures the correct 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, the keys are readily available and not held personally by members of staff.
- All non-emergency medication is kept in a secure place (individual inhalers in classrooms, school inhaler in staff room, hypo kit in classroom and with individual pupil, epilepsy medication in staff room) in a cool dry place. Pupils with inhalers know where their medication is stored and how to access it.
- If the pupil concerned is involved in extended school services then specific arrangements and risk assessments should be agreed with the parent and appropriate staff involved in advance.
- Staff ensure that medication is accessible only to those for whom it is prescribed.
- It is the parent's responsibility to check the expiry dates for all medication stored at school.
- The identified member of staff (usually office admin team), along with the parents/carers 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 of the medication, route of administration, dose and frequency, an expiry date of the medication.
- 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 the manufacturer's instructions, paying particular note to temperature. Refrigerators used for the storage of medication are inaccessible to unsupervised pupils or lockable as appropriate.
- All medication (including blue inhalers) is sent home with pupils at the end of the school term.

**Safe disposal**

- Parents/carers at this school are asked to collect out-of-date medication.
- If parents/carers do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.
- A named member of staff (usually office admin team) is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done annually and is always documented.
- Sharps boxes are used for the disposal of needles. Parents/carers obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this school are stored in a secure place eg on a high shelf, out of reach of children.
- 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, to school or to the pupil's parent.
- Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

**Record keeping for pupils with medical conditions****Enrolment forms**

Parents/carers at this school are asked if their child has any medical conditions

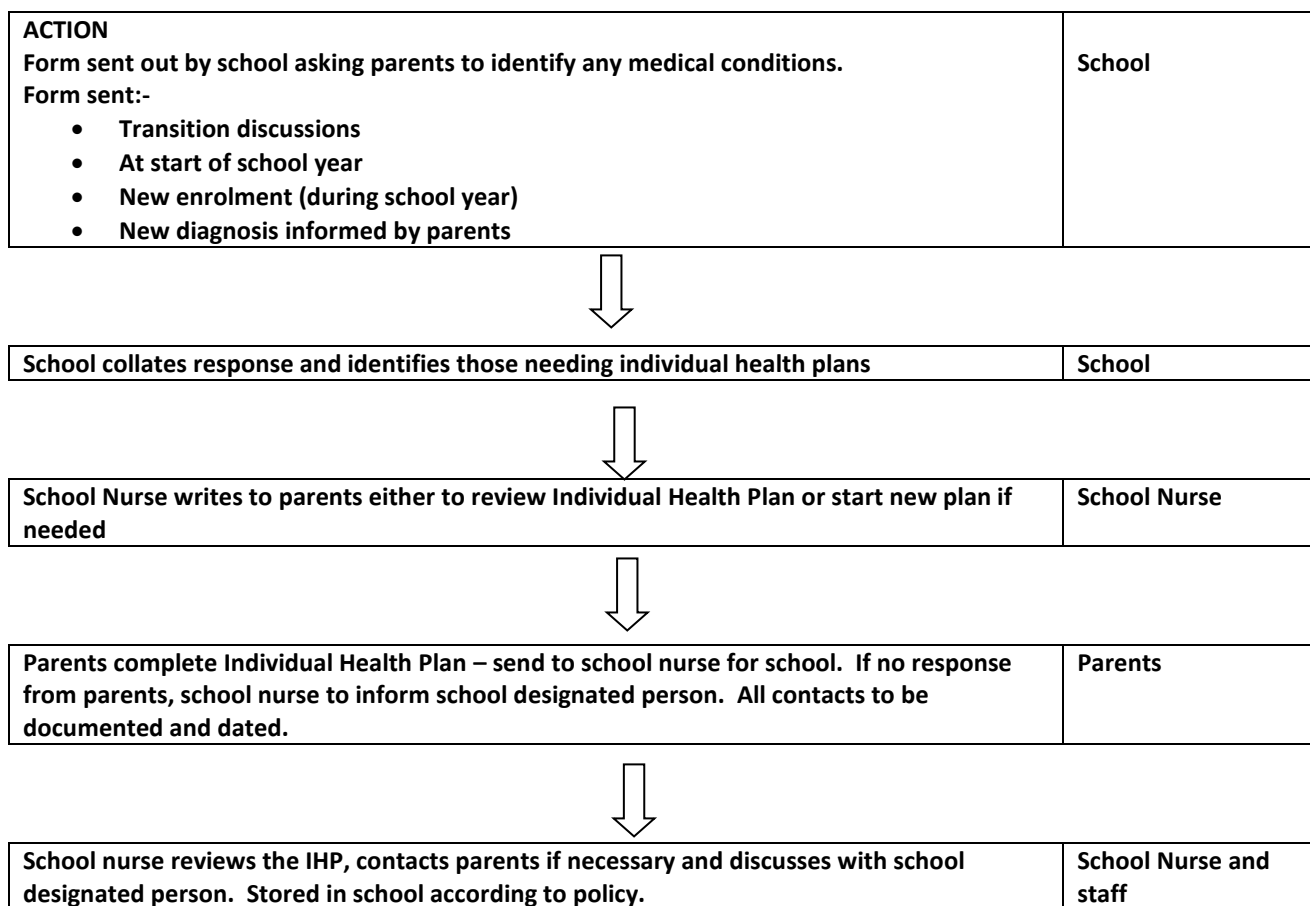
**Individual Health Plans**

This school uses an Individual Health Plan (see Appendix 1) for children with complex health needs to record important details about the individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Individual Health Plan if required. It is the parent's responsibility to fill in the Individual Health Plan and return the completed form to the school nurse. Copies of the finalised plan will be given to parents/carers, school and school nurse.

Examples of complex health needs which may generate an Individual Health Plan following discussion with the school nurse and the school:

- diabetes
- gastrostomy feeds
- a tracheostomy
- anaphylaxis
- a central line or other long-term venous access
- Severe asthma that has required a hospital admission within the last 12 months
- epilepsy with rescue medication

### Medical Conditions Information Pathway



- Individual Health Plans are used to create a centralised register of pupils with complex health needs. An identified member of school staff has responsibility for the register at this school (usually a member of the admin team). This school has ensured that there is a clear and accessible system for identifying pupils with health plans/medical needs such as names being 'flagged' on ScholarPack. A robust procedure is in place to ensure that the child's record, contact details and any changes to the administration of medicines, condition, treatment or incidents of ill health in the school is updated on the school record system.
- The responsible member of school staff follows up with the parents/carers and health professional if further detail on a pupil's Individual Health Plan is required or if permission or administration of medication is unclear or incomplete.
- Parents/carers at this school are regularly reminded to update their child's Individual Health 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. Each Individual Health Plan will have a review date.
- Parents/carers have a designated route/person to direct any additional information (admin team), letters or health guidance to in order that the necessary records are altered quickly and the necessary information disseminated.
- Apart from the central copy, specified members of staff (agreed by the pupil and parents/carers) securely hold copies of pupils' Individual Health Plans. These copies are updated at the same time as the central copy. The school must ensure that where multiple copies are in use, there is a robust process for ensuring that they are updated, and hold the same information.
- When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of the Individual Health Plans and needs of the pupils in their care.
- This school ensures that all staff protect pupil confidentiality and the information in the Individual Health Plan will remain confidential unless needed in an emergency

### **Consent to administer medicines**

- If a pupil requires regular prescribed medication at school, parents/carers are asked to provide consent on their child's medication plan giving the pupil or staff permission to administer medication on a regular/daily basis, if required. This form is completed by parents/carers for pupils taking short courses of medication.

### **Residential visits**

- Parents/carers are sent a residential visit 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 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 where medication is required. These are accompanied by a copy of the pupil's individual health plan if relevant.
- All parents/carers of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to supervise administration of medication at night or in the morning if required.

### **Awareness Raising Updates and Training**

- All school staff who volunteer or who are contracted to administer emergency medication are provided with training, if needed, by a specialist nurse, doctor or school nurse. The school keeps a register of staff who have had the relevant training, it is the school's responsibility to arrange this.
- This school holds updates on common medical conditions once a year. A record of the content and attendance of the medical condition training is kept by the school. The School Nursing Service will aim to provide updates if the school requests it.
- This school asks all staff to be first aiders and offers training to enable them to carry out their responsibilities.

### **Whole school environment inclusivity for 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 as accessible as possible to pupils with medical conditions.
- This school aims to meet the needs of pupils with medical conditions and to ensure that the physical environment at this school is as accessible as possible.
- This school's commitment to an accessible physical environment includes out-of-school; it also recognises that this may sometimes mean 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 and before and after school.
- This school ensures the needs of pupils with medical conditions are adequately considered to ensure they have access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits.
- Staff at this school 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**

- This school understands the importance of all pupils taking part in sports, games and activities. And seeks to ensure all staff including sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils. Staff ensure all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.
- Staff and sports coaches are aware of pupils in their care who have been advised, by a healthcare professional, to avoid or to take special precautions with particular activities.
- Staff and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

#### **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.

- Teachers at this school are aware of the potential for pupils with medical conditions to have special educational needs (SEND). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEND coordinator.
- This school ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum.
- Pupils at this school learn how to respond to common medical conditions.

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

- This school works in partnership with all interested and relevant parties including the school's governing body, school staff, and community healthcare professionals and any relevant emergency practitioners 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.

**Governors** have a responsibility to:

- ensure the health and safety of their staff 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 the schools health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions and reviewed annually.
- make sure the medical conditions policy is effectively implemented, monitored and evaluated and regularly updated
- ensure that the school has robust systems for dealing with medical emergencies and critical incidents, at any time when pupils are on site or on out of school activities.

**The Headteacher** 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
- ensure the policy is put into action, with good communication of the policy to all staff, parents/carers and governors
- ensure every aspect of the policy is maintained
- ensure that if the oversight of the policy is delegated to another senior member of staff ensure that the reporting process forms part of their regular supervision/reporting meetings
- monitor and review the policy at regular intervals, with input from governors, parents/carers, staff and external stakeholders
- report back to governors about implementation of the health and safety and medical conditions policy. ensure through consultation with the governors that the policy is adopted and put into action.

**All Hailey school staff** 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
- call an ambulance in an emergency
- understand the school's medical conditions policy
- know which pupils in their care have a complex health need and be familiar with the content of the pupil's Individual Health Plan
- know the schools registered first aiders and where assistance can be sought in the event of a medical emergency
- maintain effective communication with parents/carers including informing them if their child has been unwell at school
- ensure pupils who need medication have it 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 these can have on pupils.
- ensure that all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure that pupils have the appropriate medication or food during any exercise and are allowed to take it when needed.
- follow universal hygiene procedures if handling body fluids
- staff must remember that while they can involve the pupil in discussions regarding their condition, they are in loco parentis and as such must be assured or seek further advice from a registered first aider if they are in doubt as to the child's health, rather than take the child's word that they feel better.

**Teaching staff** have an additional responsibility to also:

- ensure pupils who have been unwell have the opportunity to 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, in liaison with the SENDCo.
- liaise with parents/carers, special educational needs coordinator 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 healthcare professional** has a responsibility to:

- help provide regular updates for school staff in managing the most common medical conditions at school at the schools' request
- provide information about where the school can access other specialist training
- update the Individual Health Plans in liaison with appropriate school staff and parents/carers

**First aiders** have an additional responsibility to:

- give immediate, appropriate help to casualties with injuries or illnesses
- when necessary ensure that an ambulance is called
- ensure they are trained in their role as First aider
- ensure that they are trained in paediatric first aid if required

**SEND coordinators** have the additional responsibility to:

- ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or coursework.

**Pupils** have a responsibility to:

- treat other pupils with and without a medical condition equally
- tell their parents/carers, teacher or nearest staff member when they are not feeling well
- let a member of staff know if another pupil is feeling unwell
- treat all medication with respect
- know how to gain access to their medication in an emergency
- ensure a member of staff is called in an emergency situation.

**Parents/carers** have a responsibility to:

- tell the school if their child has a medical condition or complex health need
- ensure the school has a complete and up-to-date Individual Health Plan if their child has a complex health need
- inform the school about the medication their child requires during school hours
- inform the school/provider 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 the school has full emergency contact details for them
- 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
- if the child has complex health needs, ensure their child has a written Individual Health Plan for school and if necessary an asthma management plan from their doctor or specialist healthcare professional to help their child manage their condition.
- have completed/signed all relevant documentation including form 3a and the Individual Health Plan if appropriate

**The medical conditions policy is regularly reviewed evaluated and updated.**

This school's medical condition policy is reviewed, evaluated and updated in line with the school's policy review timeline.

## Individual Healthcare Plan

This form is to be completed by school staff in conjunction with the child/young person and/or their parents or carer. Advice from the School Health Nurse can be sought in completion of this form if needed.

### DETAILS:

<b>Childs Name:</b>	
<b>Date of Birth:</b>	
<b>Year group/ Class:</b>	
<b>Home Address:</b>	
<b>Medical Diagnosis/ Condition:</b>	

### CONTACT DETAILS:

<b>Name:</b>	
<b>Relationship to child:</b>	
<b>Telephone:</b>	

### GP AND CLINIC DETAILS

<b>GP Name:</b>	
<b>Address:</b>	
<b>Telephone:</b>	
<b>Consultant/Clinic/Hospital Details (if applicable):</b>	
<b>Address:</b>	
<b>Telephone:</b>	

### DESCRIBE MEDICAL NEEDS AND DETAILS OF CHILD'S SYMPTOMS:

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### DAILY CARE REQUIREMENTS (e.g before lunch/after sport etc. State any medication that is required to be taken during the school day and whether this will be stored and administered by the school or the pupil):

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### Describe what constitutes an emergency for the child and any action to be taken:

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### Follow up care:

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### State who is responsible in the case of an emergency (state if different if off school site):

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Name:	
Signed:	
Date:	

Name:	
Signed:	
Date:	

Name:	
Signed:	
Date:	

<b>REVIEW DATE:</b>
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Hailey Church of England  
Primary School

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email: office.3123@hailey.oxon.sch.uk

Headteacher: Mrs. D Davies

### Regular medication taken during school hours

Student Name

Date of Birth	Gender	Class

Medication:	Date and Time medication administered	Dose Administered	Administered by	Witnessed by
Date medication provided:				
Dose and method of each administration:				
Time of day medication to be given:				
Are there any side effects that we need to be aware of:				
Are there any times when this medication should not be taken:				
Quantity received:				
Any other information:				
Expiry date:				
Date and approx. quantity of medication returned to parent:				
Parents signature:				
Print Name:				
Date:				
Staff Signature:				

Appendix 3



**Hailey Church of England**  
Primary School

Hailey, Witney, Oxon, OX29 9UB  
Tel: 01993 703802

[www.hailey.oxon.sch.uk](http://www.hailey.oxon.sch.uk)  
email: [office.3123@hailey.oxon.sch.uk](mailto:office.3123@hailey.oxon.sch.uk)

Headteacher: Mrs. D Davies

### **Emergency Asthma Medication**

Child's Name:- .....

I give my consent for my child to receive emergency asthma treatment via a Salbutamol inhaler should the need arise. I understand the school will advise me by telephone and email should this happen.

I confirm I will ensure my child's inhaler is always in date.

Parent/Guardian Signature .....

Contact Number .....

Date .....