



MEDICAL CONDITIONS IN SCHOOLS POLICY

Designated member of staff: Claire Silk, Assistant Head/ SENCO

Designated governor: Sarah Hooper

Policy Statement

At Flowery Field, we are 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 staff understand their duty of care to children and young people in the event of an emergency.
- All staff feels confident in knowing what to do in an emergency.
- The school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- All staff understands the importance of medication being taken as prescribed.
- All staff understands the common medical conditions that affect children at this school.
- The school allows adequate time for staff to receive training on the impact medical conditions can have on pupils.
- Staff receives additional training about any children they may be working with who have complex health needs supported by an Education Health Plan.

This policy is followed and understood by our school community, the Local Authority and NHS.

The school ensures all staff understands their duty of care to children and young people in the event of an emergency.

Administering Medication

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

Administration - Emergency Medication
This school will seek to ensure that pupils with medical conditions have easy access to their emergency medication .
This school will ensure that all pupils understand the arrangements for Mrs Jeffers to assist in helping them take their emergency medication safely.

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. Staff should be aware if pupils are using their medication in an abnormal way and should discuss this with the child.
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 is an emergency and falls under their regular duty of care arrangements.
This 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 taking action 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 Education 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.

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

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

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

Mrs Jeffers, Mrs Smith, Mrs Sykes and Mrs Edmundson, along with the parents/carers of pupils with medical conditions, ensures that all emergency and non-emergency medication brought into 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 then placed in a plastic bag with a medical record card.

It is the parents/carer's responsibility to ensure adequate supplies of new and in date medication comes into school at the start of each term with the appropriate instructions and ensures that the school receives this.

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.

Record Keeping

This school has clear guidance about record keeping for pupils with medical conditions.

- a. Parents/carers at this school are asked if their child has any medical conditions.
- b. If a pupil has a short-term medical condition that requires medication during school hours (e.g. antibiotics to cover a chest infection), a medication form plus explanation is sent to the pupil's

parents/carers to complete. See appendix 1. A medicine administration card is kept alongside the medicine.

Individual Health Plans

This school uses an Individual Health Plan 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. These plans are reviewed annually unless there is a change due to the child's medical condition.

First Aiders

The school has first aiders who are suitably trained to carry out their responsibilities. Training is regularly updated.

Physical Environment

Our new school which opens in Feb 2014 is fully accessible. Our current school has adaptations in place to meet the current needs of our current school community.

Access to the curriculum

Pupils with medical needs are encouraged to participate in all school activities, including extra-curricular activities and residential visits. When required due to a child's need a higher ratio of adults to children will be put in place. Likewise, specialist transport is engaged if necessary. This school understands the importance of all pupils taking part in sports, games and activities. This school seeks to ensure all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.

Roles and responsibilities

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.
- 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.

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.
- Ensure the implementation of the policy.
- Monitor and review the policy at regular intervals, with input from governors, parents/carers, staff and external stakeholders.

All School Staff and Support 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.
- 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.
- Be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it, in liaison with the SENCO.

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.

First Aiders have an additional responsibility to:

- Give immediate, appropriate help to casualties with injuries or illnesses.
- Ensure they are trained in their role as first aider.

Special Educational Needs 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.

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.
- 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.

Review Dates

The medical conditions policy is reviewed, evaluated and updated annually.