



*Policy for supporting children with
medical conditions in school*

Reviewed: November 2014

Review Date: Autumn 2015

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Headteacher

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Chair of Governors

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Date

Featherstone Wood Primary School

Section 100 of the Children and Families Act 2014 places a duty on the Governing Body and Senior Leadership Team to make arrangements for supporting pupils at the school with medical conditions.

Featherstone Wood is an inclusive school that aims to support and welcome pupils with medical conditions.

Our 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.
- Aims to provide all children with all medical conditions the same opportunities as others at school.
- Encourages pupils with medical conditions to take control of their condition. We ensure that pupils feel confident in the support they receive from the school to help them do this. We aim to include all pupils with medical conditions in all school activities.
- Ensures all staff understand their duty of care to children and young people in the event of an emergency.
- Helps all staff feel confident in knowing what to do in an emergency.
- Understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

The medical conditions policy is supported by a clear communication plan for staff, parents and students to ensure its full implementation.

Parents are informed about the medical conditions policy:

- When their child is enrolled as a new pupil
- Via the school's website, where it is available all year round
- At the start of the school year when communication is sent out about healthcare plans

School staff are informed and reminded about the medical policy

- In the staff induction handbook
- At scheduled medical conditions training
- Whenever a new child with medical conditions joins the school
- The policy is kept in the policies folder in the staff room which is accessible every day

Pupils with specific Medical Conditions:

Any medical conditions are listed on our SIMS database and forms are completed for medicine given.

Student data forms

- Parents at our school are asked if their child has any health conditions on the enrolment form, which is filled out when they join the school.
- The data collection sheet is sent out every year for updated information.
- Key medical information is contained on the cohort summary sheet which is kept within a red folder which is displayed in every classroom. Office staff are responsible for pointing this information out to supply teachers, ensuring they are fully aware of all children's medical needs.

Featherstone Wood Primary School

Healthcare Plans

- At Featherstone Wood we use a healthcare plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. (Health Care Plan proforma- Appendix 1)
- Copies of these Health Care Plans are held in the school office, in the First Aid Room and in the child's classroom.
- A healthcare plan, accompanied by an explanation of why and how it is used, is filled out with all parents of pupils with a long term medical condition. This is done at the start of the school year, when the child starts the school (if an in year entry) or when the diagnosis is first communicated to the school.
- Healthcare professionals, including the school nurse, who we have regular access to, will provide training and subsequent confirmation of the proficiency of staff in a medical procedure, or in providing medication.
- If a pupil has a short-term medical condition that requires medication during school hours, a medication form is completed.
- Parents are regularly reminded to inform the school office if their child has a medical emergency or if there have been changes to their symptoms, or their medication and treatments change. This is to ensure the healthcare plans can be updated accordingly.

Inclusion

Featherstone Wood Primary 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.

Sporting activities:

- We understand the importance of all pupils taking part in sports, games and activities. We ensure staff make appropriate adjustments to make physical activity accessible to all pupils.
- Staff are aware of pupils in their care who have been advised to avoid or take special precautions with particular activities.
- We ensure PE staff are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.
- Staff ensure that all necessary medication, e.g. Inhalers, is taken with pupils when undertaking PE lessons

Education and learning:

- We ensure that pupils with medical conditions can participate fully in all aspects of the curriculum and ensure appropriate adjustments and extra support are provided.
- Staff are aware of the potential for pupils with medical conditions to have special educational needs and disabilities (SEND). The SENCO works closely with the pupil, parents and pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.

General Medical Conditions and Emergencies:

First Aid trained staff all understand and are trained in what to do in an emergency for the most common serious medical conditions at this school.

- Staff 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 understand the school's general emergency procedures and know what action to take in the event of a medical emergency. Red emergency help cards are displayed in each room of the school to enable back up to be called.
- If a pupil needs to be taken to hospital, a member of staff will accompany them if parents are unavailable and school will ask parent to meet ambulance at casualty. Staff should not take pupils to hospital in their own car.

Featherstone Wood Primary School

- Action for staff to take in an emergency for asthma/epilepsy/anaphylaxis is displayed in first aid room.
- First Aid training is updated every 3 years.
- Training for specific conditions e.g. Epi-Pens is refreshed more often.
- There are always paediatric first aiders on site within the Early Years.

Administration of medication:

Emergency medication:

- All pupils at this school with medical conditions have easy access to their emergency medication within the classroom.
- All pupils and staff know the location of their emergency medication in the classroom with a first aid sign displayed on the cupboard door containing inhalers and Epi-Pens.

Administration:

- All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of an adult.
- This school understands the importance of medication being taken as prescribed.
- 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.
- Any staff member wishing to be exempt from administering medication will inform the head teacher and a list be kept with the office.
- 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. (medication consent form- Appendix 2)
- 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.
- Parents are 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.
- All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.

Safe storage:

- **Emergency medication (e.g. Epi-Pens, inhalers)**
Emergency medication is readily available to pupils who require it at all times in the classroom during the school day. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available in the office and with the office staff
- **Non-emergency medication**
All non-emergency medication is kept in a lockable cupboard in the office. Pupils with medical conditions know where their medication is stored and how to access it. Staff ensure that medication is only accessible to those for whom it is prescribed.
- The school office staff ensure the correct storage of medication at school:
 - Each term the office staff check the expiry dates for all medication stored at school.
 - The office staff, along with the parents of pupils with medical conditions, ensure that all emergency and non-emergency medication brought into school is clearly labelled with the pupil's name, the name and dose of medication and the frequency of dose.
 - Some medication may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled within the office fridge. This room is inaccessible to unsupervised pupils.
- 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 are asked to collect out of date medication.

Featherstone Wood Primary School

- If parents do not collect out of date medication, medication is taken to a local pharmacy for safe disposal.
- The school office staff are responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least three times a year.

Roles and Responsibilities:

Each member of the school and health community knows their roles and responsibilities in maintaining an effective medical conditions policy. We work in partnership with all interested and relevant parties including all school staff, parents, employers and community healthcare professionals to ensure the policy is planned, implemented and maintained successfully.

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

The Governing Body has a responsibility to:

- Ensure the health and safety of school employees and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips.
- Make sure the medical policy is effectively monitored and evaluated and regularly updated.
- Provide indemnity to staff who volunteer to administer medication to pupils with medical conditions.

The 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.
- Update the school's medical conditions policy with the SLT.
- Liaise between interested parties including pupils, school staff, special educational needs coordinators, teachers, teaching assistants, parents and governors.
- Ensure the policy is put into action, with good communication of the policy to all.
- Ensure every aspect of the policy is maintained.
- Ensure information held by the school is accurate and up to date and that there are good information sharing systems in place using pupil's healthcare plans.
- Ensure pupil confidentiality.
- Assess the training and development needs of staff and arrange for them to be met.
- Ensure all supply staff and new teachers know the medical conditions policy.
- Update the medical policy at least once a year according to review recommendations and recent local and national guidance and legislation.

All staff at Featherstone Wood Primary School have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- Understand the medical policy.
- Know which pupils in their care have a medical condition.
- 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 need medication with them 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.
- 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.

Featherstone Wood Primary School

Teachers at this school have a responsibility to:

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

The school office staff have a responsibility to:

- Log regular training for school staff in managing the most common medical conditions in school.
- Ensure healthcare plans are completed and reviewed annually.
- Check medication held in school annually for expiry dates and dispose of accordingly
- Administer medication to students as prescribed.

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 within the school.
- When necessary ensure that an ambulance or other professional medical help is called.

The SENCO at this school has a responsibility to:

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

Individual doctors and specialist healthcare professionals caring for students, who attend this school, have a responsibility to:

- Where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours.
- Ensure the child or young person knows how to take their medication effectively.
- Ensure children and young people have regular reviews of their condition and their medication.
- Provide the school with information and advice regarding individual children and young people with medical conditions (with the consent of the pupil and their parents).

The pupils at this school have a responsibility to:

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

Featherstone Wood Primary School

Appendix 1:

Healthcare Plan

Name:

Date of birth:

Condition:

School: Featherstone Wood Primary School

Class:

Date:

GP:

Review Date:

Contact Information

Describe condition and give details of pupil's individual symptoms:

Daily care requirements: (e.g. before sport/lunchtime)

What constitutes an emergency and action to be taken:

Healthcare plan completed by:

Designation:

Signature

Date:

Parent signature:

Date:

Appendix 2:

Parental agreement for school/setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that staff can administer medicine.

Name of School/Setting _____

Date _____

Child's Name _____

Group/Class/Form _____

Name and strength of medicine _____

Expiry date _____

How much to give (i.e. dose to be given) _____

When to be given _____

Any other instructions _____

Number of tablets/quantity to be given to school/setting _____

Note: Medicines must be the original container as dispensed by the pharmacy

Daytime phone no. of parent or adult contact _____

Name and phone no. of GP _____

Agreed review date to be initiated by
[name of member of staff]: _____

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

Parent's signature: _____ Print Name: _____

Featherstone Wood Primary School

Log of medication given:

Date	Time	Dose	Administered by