



# Policies

## Medical Policy

Signed by  
Chair of  
Governors

Next Review – September 2022



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## Rationale

As part of accepted good practice and with advice from the Department for Education and relevant voluntary organisations, our school has a medical policy for students with medical conditions at school.

## Purpose

This policy ensures that the arrangements the school has put in place supports pupils with medical conditions and meets our statutory responsibilities.

## Guidelines

The following legislation and guidance are referred to for this medical policy.

- Supporting Pupils at school with medical conditions (Dec 2015) (updates added Aug 17)
- Misuse of Drugs Act 1971/Misuse of drugs regulations 2001
- The Human Medicines Regulation 2012
- Health and Safety at Work Act 1974
- Equality Act 2010
- Regulation 5 of School Premises (England) Regulations 2012
- Section 19 of the Education Act 1996 (The Special Educational Needs and Disability Code of Practice)
- Guidance on the Use of Emergency Salbutamol Inhalers in School ( Mar 2015)
- Guidance on the use of adrenaline auto-injectors in school 2017

## Roles & Responsibilities

The following roles and responsibilities are used for the medical conditions policy at this school.

- The Governing Body
- Head Teacher
- All School Staff
- Teaching Staff
- School nurse and Health Care Officer
- First Aiders
- Special Educational Needs coordinators
- Student Services
- Local doctors and specialist healthcare professionals
- Emergency care services
- Students
- Parents

The Health Care Officer is responsible for;

- ensuring that all relevant staff will be made aware of the student's medical condition
- monitoring of individual healthcare plans (HCP)
- Ensuring that sufficient staff are suitably First Aid Trained.

## Policy statement

This school is an inclusive community that welcomes and supports pupils with medical conditions.

This school aims to provide all students 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 once they have left school

## Key points

Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education. Governing bodies will ensure that arrangements are in place in schools to support pupils at school with medical conditions. Governing bodies will ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

## Policy framework

The policy framework describes the essential criteria for how the school can meet the needs of children and young people with long-term conditions.

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

Students with medical conditions are encouraged to take control of their condition. Students should feel confident in the support they receive from the school to help them do this.

Parents\* of students with medical conditions should feel secure in the care their children receive at this school.

**This school has a medical room provided in order to cater for the medical and therapy needs to allow: (ref Regulation 5 of School Premises (England) Regulations 2012)**

- The medical examination and treatment of pupils

- The short term care of sick and injured pupils, which is near to a washing facility a toilet facility.
- Where a school caters for pupils with complex needs, additional medical accommodation is provided which caters for those needs.

This school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

This school understands that all students with the same medical condition will not have the same needs.

All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact this can have on students.

The medical conditions policy is understood and supported by the whole school and local health community.

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

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

These key stakeholders include:

- students with medical conditions
- parents\*
- school nurse/Health Care Officer
- school staff
- local healthcare professionals
- the school employer
- school governors

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

Pupils and parents and staff are informed of and reminded about the medical conditions policy through the school website and in the school newsletter during the school year.

**All students with a medical condition should have a Healthcare Plan**

This school uses Healthcare Plans to inform the appropriate staff of students in their care who may need emergency help.

Healthcare Plans are available electronically on the student record in BROMCOM and in a central paper folder stored in the Medical Room.

**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.

All staff are offered training and all trained First Aiders know what to do in an emergency for the students with medical conditions.

Action for staff to take in an emergency for the common serious conditions at this school is included in all First Aid Kits. These are stored in various locations throughout the school and details are shared with all Staff.

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

All First Aid trained staff know what action to take in the event of a medical emergency. This includes:

- who to contact within the school – contact should always be via the school office or Health Care Officer.
- how to contact emergency services and what information to give.

If a student needs to be taken to hospital, where possible a member of staff will accompany them and will stay with them until a parent arrives unless the student is old enough to travel alone and is being met at the hospital by the parent or their representative.

### **This school has clear guidance on providing care and support and administering medication at school**

#### **Administration – emergency medication**

All students at this school with medical conditions have easy access to their emergency medication.

All students are encouraged to carry and administer their own emergency medication, when their parents and health specialists determine they are able to start taking responsibility for their condition. All students carry their emergency medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits.

#### **Administration – general** (ref supporting pupils at schools with medical conditions)

Unless recommended by a student's specialist healthcare professional, all use of non-emergency medication, even if the student can administer the medication themselves, is done under the supervision of a member of staff at this school and only when it would be detrimental to a student's health or attendance not to do so.

This school understands the importance of medication being taken as prescribed. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside of school hours.

Many other members of staff are happy to take on the voluntary role of supervision of self-administering medication. For medication where no specific training is necessary, any member of staff may supervise administration of prescribed and non-prescribed medication to students under the age of 16, but only with the written consent of the student's parent and under instruction on the Request to store medicine form.

This school will not accept non prescribed medication containing aspirin for students under the age of 16 unless prescribed by the relevant healthcare professional.

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 student at this school refuses their medication, staff will record this on Bromcom and parents/carers will be contacted and advised.

All staff attending off-site visits are aware of any students 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.

If a member of staff, who is usually responsible for supervision of students self-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 student misuses medication, either their own, or another student's, their parents are informed as soon as possible. These students are subject to the school's usual disciplinary procedures.

## **This school has clear guidance on the storage of medication at school**

### **Safe storage – emergency medication**

Emergency medication is readily available to students 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 up, the keys are readily available and not held personally by members of staff.

Students, whose healthcare professionals and parent's advise the school that their child is not yet able or old enough to self-manage and carry their own emergency medication, know exactly where to access their emergency medication.

### **Safe storage – non-emergency medication**

Unless recommended by a student's healthcare professional, all non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Students with medical conditions know where their medication is stored and how to access it.

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

### **Safe storage – general**

There are identified members of staff who ensures the correct storage of medication at school.

All controlled drugs are kept in a locked cupboard and only reception staff and the Health Care Officer has access, even if students normally administer the medication themselves.

Regular checks are carried out to check the expiry dates for all medication stored at school.

All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the student'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.

Some medication for students at this school may need to be refrigerated. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised students or lockable as appropriate and in an airtight container.

It is the parent's responsibility to ensure medication for their child remains in date.

### **Safe disposal**

The Health Care Officer is responsible for checking the dates of medication and arranging for the safe disposal of any that have expired with the local pharmacy or returned to parents as appropriate. This check is done regularly and is documented.

Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or paediatrician on prescription. The school can purchase sharps boxes for school use. All sharps boxes in this school are stored in the medical room unless alternative safe and secure arrangements are put in place on a case-by-case basis.

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 school or the student's parent.

### **This school has clear guidance about record keeping**

A Healthcare Plan (HCP), accompanied by an explanation of why and how it is used, is sent to all parents of students with a long-term medical condition. This is sent:

- at enrolment (admission form)
- When a diagnosis is first communicated to the school.
- If the Health Care Officer deems it necessary that a student has a HCP.

The Healthcare Plan records important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. The creation of a Healthcare Plan where possible will include the parents, healthcare professionals and school.

Healthcare Plans are used to create a centralised register of students with medical needs. The Health Care Officer has responsibility for the register at this school.

The Health Care Officer follows up with the parents any further details on a student's Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

Parents at this school are reminded on an annual basis to update their child's Healthcare



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.

This school ensures that all staff protects student confidentiality.

This school seeks permission from the student and parents before sharing any medical information with any other party, such as when a student takes part in a work experience placement.

If a student requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent on their either their child's Healthcare Plan/Request to Store Medication giving the student permission to self-administer medication on a regular/daily basis, if required.

When a student is attending a residential visit parents are sent a residential visit form to be completed and returned to school prior to their child leaving for an overnight or extended day visit. This form requests up-to-date information about the student's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the student manage their condition while they are away and should include any support or medication needed or taken outside normal school hours.

This school keeps an accurate record of each occasion an individual student is supervised taking medication. Details of the supervising staff member, student, dose, date and time are recorded. If a student refuses to self-administer medication, this is also recorded and parents are informed as soon as possible.

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

This school is committed to providing a physical environment that is accessible to students with medical conditions. This school is also committed to an accessible physical environment for out-of-school activities.

This school ensures the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.

All staff at this school are aware of the potential social problems that students 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 behavior policies.

This school understands the importance of all students taking part in sports, games and activities and appropriate adjustments are made to sports, games and other activities to make physical activity accessible to all students.

This school ensures all classroom teachers, PE teachers and sports coaches understand that students should not be forced to take part in an activity if they feel unwell.

Teachers and sports coaches are aware of students in their care who have been advised to avoid or to take special precautions with particular activities.

This school ensures all students have the appropriate medication or food with them during

physical activity and that students take them when needed.

This school ensures that students with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.

If a student 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.

Teachers at this school are aware of the potential for students with medical conditions to have special educational needs (SEN). Students with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN coordinator. The school's SEN coordinator consults the student, parents and the student's healthcare professional to ensure the effect of the student's condition on their schoolwork is properly considered.

Students at this school learn about what to do in the event of a medical emergency.

**This school is aware of the common triggers that can make medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks**

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.

The school has a list of common triggers for medical conditions at this school and is shared on the Medical Drive.

This school uses Healthcare Plans to identify individual students who are sensitive to particular triggers and how to remain safe throughout the school day and on out-of-school activities.

The school reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to this school's policy and procedures are implemented after each review.

**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 relevant parties including the school's governing body, all school staff, parents, employers, community healthcare professionals and students to ensure the policy is planned, implemented and maintained successfully.

This school is committed to keeping in touch with a child when they are unable to attend school because of their condition.

## **Defibrillators**

Staff members appointed as first-aiders are trained in the use defibrillators and of CPR. The Health Care Officer is responsible for weekly and monthly checks of the defibrillator. The Health Care Officer is responsible for ensuring all staff are aware of its location.

### **Generic school Asthma inhalers**

The school has now chosen to hold a number of asthma inhalers for emergency use. The Department of Health has published protocols for use of generic asthma inhalers in emergency situations which we have adopted. (ref Operating instructions for School Emergency Salbutamol Inhaler)

### **Generic AAD (auto adrenalin devices)**

The school now holds 2 generic Epipens located in Reception and the school dining room. All students who have been prescribed an AAD can have access to this pen in the event of an emergency when: their pen is unavailable, out of date, or, under guidance of the emergency services as a 2<sup>nd</sup> dose of Adrenalin. In all cases a consent form for use of the generic AAD will be required. This consent is added to Bromcom, and all First Aiders are made aware. (ref Anaphylaxis guidelines on the shared drive for more information; Medical.)

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

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

### **References:**

Health and Safety at work Policy (Cheshire East Council December 2009)

Supporting pupils at school with medical conditions (Dec 2015)

[www.medicalconditionsatschool.org.uk](http://www.medicalconditionsatschool.org.uk)

Further information and associated advice, guidance and resources for specific medical conditions can be found on the DFE link –

<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>



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Date: 23<sup>rd</sup> September 2019

To be reviewed in 3 years

Date for review: October 2022