



# Sandiway Primary School Medical Conditions Policy

Reviewed: October 2022



## **1. Sandiway Primary School is an inclusive community that aims to support and welcome pupils with medical conditions.**

The 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. This school aims to provide all children with all medical conditions the same opportunities as others at school.

Pupils with medical conditions are encouraged to take control of their condition. Pupils must 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 should 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. All staff should feel confident in knowing what to do in 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. Staff receive training on the impact this can have on pupils.

The medical conditions policy is understood and supported by the whole school and local health community. *(The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.)*

## **2. This school's medical conditions policy has been drawn up in consultation with the wider school community.**

This school has consulted on the development of this medical condition policy with key stakeholders within the school community including:

- pupils with medical conditions
- parents
- school nurse
- all school staff
- school governors.

The views of pupils with various medical conditions were actively sought and considered central to the consultation process. This school recognises the importance of providing feedback to those involved in the development process and is committed to acknowledging input and providing follow-up to suggestions put forward.

Also refer to the Trust's 'Allergy and Intolerance Policy'

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

Pupils are informed and regularly reminded about the medical conditions policy:

- through the school's student council system

- in the school's assemblies and newsletters.
- in Life Skills classes as appropriate
- through school-wide communication about the policy.

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

- when their child is enrolled as a new pupil
- by including the policy statement on the school's website
- in the school newsletter at several intervals in the school year
- through school-wide communication about results of the monitoring and evaluation of the policy.

School staff, including supply and temporary staff are informed and regularly reminded

- about the medical conditions policy:
- through information presented at the first staff meeting of the school year
- through new staff induction and information displayed in class registers.
- through the school's website
- at scheduled medical conditions training
- through the key principles of the policy being displayed in several prominent staff areas at this school
- through school-wide communication about results of the monitoring and evaluation of the policy

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

- by direct communication as appropriate
- via the school's website

#### **4. 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 reasonable 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 for all staff at least once a year.

Action for staff to take in an emergency for the common serious conditions at this school is displayed in prominent locations for all staff including classrooms, kitchens and the staff room.

This school uses Health Care Plans to inform the appropriate staff (including supply teacher and support staff) of pupils in their care who may need emergency help. This school has procedures in place so that a copy of the pupil's Health Care 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.

#### **5. 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.
- All members of staff can contact the emergency services if required to do so.

- They should have relevant information about the individual's symptoms, personal details, any known medical conditions
- who to contact within the school.

In the event of an emergency:

- A member of SLT will be notified
- The emergency services will be called.
- The individual's medical record is checked and any Health Care Plans are readily available
- Personal details are available and parents / carers are notified of the emergency
- The office staff are notified and are prepared for the arrival of the emergency services.

Action to take in a general medical emergency is displayed in prominent locations for staff. These include the staff room, the main school office. 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. Generally, in an emergency situation, staff should not take pupils to hospital in their own car. Advice should be sought directly from the emergency services.

Where a medical emergency has taken place, an investigation is undertaken to understand the events that led up to the event, determining if any change of practice is required. Similarly, any 'near misses' are investigated to determine if any additional measures in school are required.

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

### **Administration –**

School will accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist. The school will administer the medication following the completion of an Administration of Medication Form. Additionally, with the consent of the Headteacher, we will also accept medications that are not prescribed by a medical practitioner where the child is in need of them to be able to access their learning in a comfortable way. Examples include where an anti-histamine is needed on days where there is a high pollen count, where a sprained wrist may need some mild pain relief. It is important to note that children should not be given medicine in school where they should clearly be at home as they are ill. The administration of medicine will only be given with joint consent of school and parents for a specific medical condition and/or for a time limited period.

Medicines should always be provided in the original container as dispensed by a pharmacist or purchased from a shop and (where prescribed) include the prescriber's instructions for administration. We will not accept medicines that have been taken out of the original container nor make changes to the dosages on parental instructions. Where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside school hours, this should happen.

All pupils at this school with medical conditions have easy access to their emergency medication. Pupils 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. This is also the arrangement on any off-site or residential visits.

Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is stored in the medical cabinet in the Staff room. Pupils who do not carry and administer their own emergency medication understand the

arrangements for a member of staff (and a reserve member of staff) to assist in helping them take their medication safely.

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 named member of staff at this school. 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. There are several members of staff at this school who have specific responsibility to administer medication. 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 prescribed and non-prescribed medication to pupils under the age of 16, but only with the written consent of the pupil's parent and agreement of an Appointed First Aider. Training is given to all staff members who agree to administer medication to pupils, where specific training is needed.

All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonable 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 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 follow procedures. Parents are informed as soon as possible.

All staff attending off-site visits must ensure they are aware of any pupils with medical conditions on the visit. They must ensure 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 before embarking on the visit. 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 are informed as soon as possible. These pupils are subject to the school's usual disciplinary procedures.

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

**All medication is sent home with pupils at the end of the school year. Medication is not stored in the summer holiday. 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 storage – emergency medication**

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 up, the keys are readily available. Most pupils at this school keep their emergency medication on them or in a secure place in the classroom. Pupils, whose healthcare professionals and parents 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.

Regular medication is located in the staff room in a locked cupboard (out of reach of children) next to the first aid cupboard – the key is fixed on the inside of the door.

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

All non-emergency medication (for residential visits) is kept in a secure place, in a high cupboard in a cool dry place. Staff ensure that medication is only accessible to those for whom it is prescribed. Non-emergency medication is located in the medical cupboard in the Staff Room - ALL members of staff have access to this cupboard.

### **Safe storage – general**

There is an identified member of staff who ensures the correct storage of medication at school. All controlled drugs are kept in a locked cupboard and only named staff have access, even if pupils normally administer the medication themselves. Three times a year the identified member of staff checks the expiry dates for all medication stored at school. This is completed at the start of the Autumn Term, Spring Term and Summer Term.

The identified member of staff, along with the parents 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 and dose of the medication and the frequency of dose. This includes all medication that pupils carry themselves. All medication is supplied and stored, in its original containers. All medication is labelled with the pupil's name, the name of the medication and expiry date. The prescriber's instructions for administration, including dose and frequency is included.

Medication is stored in accordance with instructions, paying particular note to temperature. Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised pupils or lockable as appropriate.

All medication is sent home with pupils at the end of the school year. Medication is not stored in summer holidays. 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. 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. A named member of staff is 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 and is always documented.

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 a locked cupboard 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 a local pharmacy or to school or the pupil's parent.

Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

## **8. This school has clear guidance about 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. This information is then recorded on the school's SIMS system.

### **Medical Plans**

This school uses a Health Care Plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Medical Plan if required.

*(See Appendix 1 – Form 1)*

A Health Care Plan, accompanied by an explanation of why and how it is used, is sent to all parents of pupils with a long-term medical condition. This is sent:

- at the start of the school year
- at enrolment
- when a diagnosis is first communicated to the school.

If a pupil has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent to the pupil's parents to complete.

*See Appendix 1 – Form 2, See Appendix 1 – Form 3*

The parents, healthcare professional and pupil with a medical condition are asked to fill out the pupil's Medical Plan together. Parents then return these completed forms to the school.

This school ensures that a relevant member of school staff is also present, if required to help draw up a Medical Plan for pupils with complex healthcare or educational needs.

### **School Medical Plan register**

Medical Plans are used to create a centralised register of pupils with medical needs. An identified member of staff has responsibility for the register at this school. The responsible member of staff follows up with the parents any further details on a pupil's Medical Plan required or if permission for administration of medication is unclear or incomplete.

### **On-going communication and review of Medical Plans**

Parents at this school are regularly reminded to update their child's Medical 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. Staff at this school use opportunities such as teacher–parent interviews and home–school diaries to check that information held by the school on a pupil's condition is accurate and up to date. The parents of ALL children with Health Care Plans are contacted at the start of each term to remind them to amend or update the Health Care Plans as necessary. Every pupil with a Health Care Plan at this school has their plan discussed and reviewed at least once a year.

### **Storage and access to Health Care Plans**

Parents and pupils at this school are provided with a copy of the pupil's current agreed Health Care Plan. Health Care Plans are kept against the student record in SIMS and in a secure central location at school (Student Information cabinet in Main Office). Apart from the central copy, specified members of staff (agreed by the pupil and parents) securely hold copies of pupils' Health Care Plans, for those students with complex health needs. These copies are updated at the same time as the central copy. All members of staff who work with groups of pupils have access to the Medical Plans of pupils in their care via SIMS.

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 (and have access to) the Medical Plans of pupils in their care. This school ensures that all staff protect pupil confidentiality. This school seeks permission from parents to allow the Medical Plan to be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day. This permission is included on the Health Care Plan. This school seeks permission from the pupil and parents before sharing any medical information with any other party, such as sporting events or workshops taking place at a different setting.

### **Use of Medical Plans**

Health Care Plans are used by this school to:

- inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care
- remind pupils with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times
- identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of common triggers.
- ensure that all medication stored at school is within the expiry date.
- ensure this school's local emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency.
- remind parents of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

### **Consent to administer medicines**

If a pupil requires regular prescribed medication at school, parents are asked to provide consent on their child's Medical Plan giving the pupil or staff permission to administer medication on a regular/daily basis, if required. A separate form is sent to parents for pupils taking short courses of medication.

All parents of pupils with a medical condition who may require medication in an emergency are asked to provide consent on the Health Care Plan for staff to administer medication.

If a pupil requires regular/daily help in administering their medication then the school outlines the school's agreement to administer this medication on the pupil's Medical Plan. The school and parents keep a copy of this agreement. Parents of pupils with medical conditions at this school are all asked at the start of the school year on the Health Care Plan if they and their child's healthcare professional believe the child is able to manage, carry and administer their own emergency medication.

### **Residential visits**

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. (Form C) 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. *See Appendix 1 – Form 4*

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 Health Care Plan. 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. The residential visit form also details what medication and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away. *See Appendix 1 – Forms 2 and 3*

### **Other record keeping**

This school keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and time are recorded. If a pupil refuses to have medication administered, this is also recorded and parents are informed as soon as possible. *See Appendix 1 – Forms 2 and 3*

This school holds training on common medical conditions once a year. All staff attending receive a certificate confirming the type of training they have had. A log of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive training. All school staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. The school keeps a register of staff who have had the relevant training. *See Appendix 1 – Form 4 and register of those staff who have received training in first aid.*

This school keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

## **9. 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. Pupils with medical conditions are included in the consultation process to ensure the physical environment at this school is accessible. 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 and before and after school. 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, breakfast club, school productions, after school clubs and residential visits.

All 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 (PSHCE) 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. This school ensures all classroom teachers, PE teachers and sports



coaches understand that pupils should not be forced to take part in an activity if they feel unwell.

Teachers and sports coaches 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 PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimize these triggers.

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.

### **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.

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. The school's SEND coordinator consults the pupil, parents and the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered. This school ensures that lessons about common medical conditions are incorporated into Life Skills lessons and other parts of the curriculum. Pupils at this school learn about what to do in the event of a medical emergency.

### **Residential visits**

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. This school understands that there may be additional medication, equipment or other factors to consider when planning residential visits. This school considers additional medication and facilities that are normally available at school.

Risk assessments are carried out before pupils start any work experience or off-site educational placement. It is this school's responsibility to ensure that the placement is suitable, including travel to and from the venue for the pupil. Permission is sought from the pupil and their parents before any medical information is shared with an employer or other education provider.

10. 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. School staff have been given training on medical conditions such as asthma and Epipen requirements. Additional training will be provided as required. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions. See Asthma Policy.

This school uses Medical Plans to identify individual pupils who are sensitive to particular triggers. The school has a detailed action plan to ensure these individual pupils remain safe during all lessons and activities throughout the school day.

Full health and safety risk assessments are carried out on all out-of-school activities before they are approved, including work experience placements and residential visits, taking into account the needs of pupils with medical conditions.

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.

### **11. 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, 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.

#### **This school's employer 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
- Report to parents, pupils, school staff and the local authority about the successes and areas for improvement of this school's medical conditions policy
- Provide indemnity for staff who volunteer to administer medication to pupils with medical conditions.

#### **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 emergency 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' Medical Plans
- Ensure pupil confidentiality
- Assess the training and development needs of staff and arrange for them to be met
- Ensure all supply teachers and new staff know the medical conditions policy
- Delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register
- Monitor and review the policy at least once a year, with input from pupils, parents, staff and external stakeholders
- Update the policy at least once a year according to review recommendations and recent local and national guidance and legislation
- Report back to all key stakeholders about implementation of the medical conditions policy.

#### **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 Medical 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
- 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 it can have on pupils (pupils should not be forced to take part in any activity if they feel unwell)
- 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.

**Teachers at this school have a responsibility to:**

- Ensure pupils 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 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.

**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 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.

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

- Help update the school's medical condition policy
- Know which pupils have a medical condition and which have special educational needs because of their condition
- Ensure pupils who have been unwell catch up on missed schoolwork
- Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or course work.

**The pastoral support/welfare officer at this school has the 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 all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.

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

- Complete the pupil's Medical Plans provided by parents
- Where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours
- Offer every child or young person (and their parents) a written care/self-management plan to ensure children and young people know how to self manage their condition
- 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)
- Understand and provide input in to the school's medical conditions policy.

**Emergency care service personnel in this area have a responsibility to:**

- Have an agreed system for receiving information held by the school about children and young people's medical conditions, to ensure best possible care
- Understand and provide input in to the school's medical conditions policy.

**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
- Let any pupil take their medication when they need it, and ensure a member of staff is called
- Treat all medication with respect
- Know how to gain access to their medication in an emergency
- If mature and old enough, know how to take their own medication and to take it when they need it
- Ensure a member of staff is called in an emergency situation.

**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 Medical Plan for their child
- 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
- 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
- Ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

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

This school's medical condition policy is reviewed, evaluated and updated every year in line with the school's policy review timeline. New Department for Education and Department of Health guidance is actively sought and fed into the review. In evaluating the policy, this school

seeks feedback on the effectiveness and acceptability of the medical conditions policy with a wide-range of key stakeholders within the school community. The views of pupils with various medical conditions are actively sought and considered central to the evaluation process.

### **Further advice and resources**

#### **The Anaphylaxis Campaign**

PO Box 275  
Farnborough  
Hampshire GU14 6SX  
**Phone 01252 546100 Fax 01252 377140**  
[info@anaphylaxis.org.uk](mailto:info@anaphylaxis.org.uk) [www.anaphylaxis.org.uk](http://www.anaphylaxis.org.uk)

#### **Asthma UK**

Summit House  
70 Wilson Street  
London EC2A 2DB  
**Phone 020 7786 4900 Fax 020 7256 6075**  
[info@asthma.org.uk](mailto:info@asthma.org.uk) [www.asthma.org.uk](http://www.asthma.org.uk)

#### **Diabetes UK**

Macleod House  
10 Parkway  
London NW1 7AA  
**Phone 020 7424 1000 Fax 020 7424 1001**  
[info@diabetes.org.uk](mailto:info@diabetes.org.uk) [www.diabetes.org.uk](http://www.diabetes.org.uk)

#### **Epilepsy Action**

New Anstey House  
Gate Way Drive  
Yeadon  
Leeds LS19 7XY  
**Phone 0113 210 8800 Fax 0113 391 0300**  
[epilepsy@epilepsy.org.uk](mailto:epilepsy@epilepsy.org.uk) [www.epilepsy.org.uk](http://www.epilepsy.org.uk)

#### **Long-Term Conditions Alliance**

202 Hatton Square  
16 Baldwins Gardens  
London EC1N 7RJ  
**Phone 020 7813 3637 Fax 020 7813 3640**  
[info@ltca.org.uk](mailto:info@ltca.org.uk) [www.ltca.org.uk](http://www.ltca.org.uk)

#### **Council for Disabled Children**

National Children's Bureau  
8 Wakley Street  
London EC1V 7QE  
**Phone 020 7843 1900 Fax 020 7843 6313**  
[cdc@ncb.org.uk](mailto:cdc@ncb.org.uk) [www.ncb.org.uk/cdc](http://www.ncb.org.uk/cdc)

#### **National Children's Bureau**

National Children's Bureau  
8 Wakley Street

**Form 1 – Education Health Care Plan**

Name of school/setting	
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

**Family Contact Information**

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

**Clinic/Hospital Contact**

Name	
Phone no.	

**G.P.**

Name	
Phone no.	

Who is responsible for providing support in school	
--	--

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Form 2 – Permission to Give Medicine

REQUEST FOR THE SCHOOL TO GIVE MEDICATION

Dear Headteacher,

I request that ..... (Full name of Pupil) be given the following medicine(s) while at school:

Date of birth ..... Class .....

Medical condition or illness.....

Name/type of Medicine ..... (as described on container)

Expiry date..... Duration of course.....

Dosage and method ..... Time(s) to be given.....

Other instructions .....

The above medication has been prescribed by the family or hospital doctor (Health Professional note received as appropriate). It is clearly labelled indicating contents, dosage and child's name in FULL.

Name and telephone number of GP .....

I understand that I must deliver the medicine personally to (agreed member of staff) and accept that this is a service that the school/setting is not obliged to undertake. I understand that I must notify the school/setting of any changes in writing.

Signed ..... Print Name ..... (Parent/Guardian)

Daytime telephone number .....

Address .....

.....

Note to parents:

1. Medication will not be accepted by the school unless this form is completed and signed by the parent or legal guardian of the child and that the administration of the medicine is agreed by the Headteacher.
2. Medicines must be in the original container as dispensed by the Pharmacy.
3. The agreement will be reviewed on a termly basis.
4. The Governors and Headteacher reserve the right to withdraw this service.





## Form 4 – Training Register

Name of school/setting

Name

Type of training received

Date of training completed

Training provided by

Profession and title


I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature

\_\_\_\_\_

Date

\_\_\_\_\_

**I confirm that I have received the training detailed above.**

Staff signature

\_\_\_\_\_

Date

\_\_\_\_\_

Suggested review date

Form 5 – Form C

Name of school

SANDIWAY PRIMARY SCHOOL

Residential Visit to

Child's name

Year

Date of birth

Child's address

Medical condition/requirements

**Family Contact Information**

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Second Contact

Phone no. (work)

(home)

(mobile)

Relationship to child

**Medical Information**

Immunisations to date

Recent illnesses

Past broken bones/serious injuries

**G.P.**

Name

Phone no.

Address

Signed by \_\_\_\_\_

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to