



# Keighley St. Andrew's CE Primary School

## MEDICAL CONDITIONS IN SCHOOLS POLICY

**Designated Member of Staff: SENCo**

**Designated Governor: Mrs. P. Jones**

### Policy statement

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

- All Keighley St. Andrew's staff understand their duty of care to children and young people (Emergency Procedures file in the Staffroom) in the event of an emergency.
- All staff feel 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.
- The school understands the importance of medication being taken as prescribed.
- All staff understand the common medical conditions that affect children at this school.
- This school allows adequate time for staff to receive training on the impact medical conditions can have on pupils.
- Staff receive additional training about any children they may be working with who have complex health needs supported by an Individual Health Plan (IHP).

### **1. This school is an inclusive community that aims to support and welcome pupils with medical conditions**

- a. This 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.
- b. This school aims to provide all children 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 and achieve economic well-being.
- c. Pupils with medical conditions are encouraged to take control of their condition.
- d. This school aims to include all pupils with medical conditions in all school activities.
- e. Parents/ carers of pupils with medical conditions are aware of the care their children receive at this school.
- f. This school ensures all staff understand their duty of care to children and young people in the event of an emergency.
- g. All staff have access to information about what to do in an emergency.
- h. This school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
- i. All staff have an understanding of the common medical conditions that may affect children at this school. Staff receive regular updates. The Headteacher is responsible for ensuring staff receive regular updates. The School Nursing Service can provide the updates if the School requests.
- j. The medical conditions policy is understood and followed by the whole school and local health community.

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

- a. Parent/carers are informed about the medical conditions policy by including a policy statement in the schools' prospectus and signposting access to the policy AND via the school's website, where it is available all year round
- b. School staff are informed and regularly reminded about the school's medical conditions policy:
  - through the staff handbook and staff meetings and by accessing the school's intranet
  - through scheduled medical conditions updates

- through the key principles of the policy being displayed in several prominent staff areas at this school and on the school's intranet
- supply and temporary staff are informed of the policy and their responsibilities including who is the designated person, any medical needs or Individual Health Plans related to the children in their care and how to respond in emergencies
- Staff are made aware of any Individual Health Plans as they relate to their teaching/supervision groups. Class teachers are then responsible for ensuring that any adult that works with the child is aware of their needs

### 3. Relevant staff understand and are updated in what to do in an emergency for the most common serious medical conditions at this school

- Relevant 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 both during, and at either side of the school day 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/carer. This may include administering medication.
- Staff receive updates at least once a year for asthma and other medical needs and know how to act in an emergency. Additional training is prioritized for key staff members who work with children who have specific medical conditions supported by an Individual Health Plan
- The action required 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 in the school staff room, and electronically.
- This school uses Individual Health Plans to inform the appropriate staff (including supply teachers and support staff) of pupils with complex health needs in their care who may need emergency help.
- This school has procedures in place so that a copy of the pupil's Individual Health Plan is sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.
- If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. This school will try to ensure that the staff member will be one the pupil knows. The staff member concerned should inform a member of the schools senior leadership team.

### 4. 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 a member of staff (and the reserve member of staff) 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 unless there is an agreed plan for self-medication. Staff should be aware if pupils are using their medication in an abnormal way and should discuss this with the child.
- 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.
- Many other members of staff are happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer medication to pupils under the age of 16, but only with the written consent of the pupil's parent. (See Appendix 3 Form 3a)
- 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

- h. 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 Health Plan.
- i. Parents/carers at this school understand that if their child's medication changes or is discontinued,
- j. or the dose or administration method changes, that they should notify the school immediately.
- k. Parents/carers should provide the school with any guidance regarding the administration of
- l. medicines and/or treatment from the GP, clinics or hospital.  
If a pupil at this school refuses their medication, staff will record this and contact parents as soon as possible.  
All staff attending off-site visits are aware of any pupils on the visit who have medical conditions.
- m. They will receive information about the type of condition, what to do in an emergency and any other
- n. additional support necessary, including any additional medication or equipment needed.
- o. if a trained member of staff, who is usually responsible for administering medication, is not available
- p. this school makes alternative arrangements to provide the service. This is always addressed in the
- q. risk assessment for off-site activities.  
If a pupil misuses medication, either their own or another pupil's, their parents/carers are informed
- r. as soon as possible. The school will seek medical advice by ringing A+E if this situation arises. In
- s. such circumstances, pupils will be subject to the school's usual disciplinary procedures.

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

### Safe storage - emergency medication

- a. 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 and not held personally by members of staff.
- b. If the pupil concerned is involved in extended school services then specific arrangements and risk assessments should be agreed with the parent and appropriate staff involved.

### Safe storage - non-emergency medication

- c. All non-emergency medication is kept in a secure place, in a lockable cupboard in the school office. Pupils with medical conditions know where their medication is stored and how to access it.
- d. Staff ensure that medication is accessible only to those for whom it is prescribed

### Safe storage - general

- e. This school has an identified member of staff/designated person who ensures the correct storage of medication at school. This is Debbie Spurr
- f. All controlled drugs are kept in a locked cupboard and only named staff have access.
- g. The identified member of staff checks the expiry dates for all medication stored at school each term (i.e. three times a year). This is Debbie Spurr
- h. The identified member of staff (Debbie Spurr, or Liz Cockroft in her absence), along with the parents/carers of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labelled with the pupil's name, the name of the medication, route of administration, dose and frequency, an expiry date of the medication.
- i. 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.
- j. Medication is stored in accordance with the manufacturer's instructions, paying particular note to temperature.
- k. 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 inaccessible to unsupervised pupils or lockable as appropriate.
- l. All medication (including blue inhalers) is sent home with pupils at the end of the school year.
- m. It is the parent/carer's responsibility to ensure new and in date medication comes into school with the appropriate instructions and ensures that the school receives this.

### Safe disposal

- n. Parents/carers at this school are asked to collect out-of-date medication.
- o. 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.
- p. Debbie Spurr is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least 3 times a year and is always documented.
  - q. Sharps boxes are used for the disposal of needles. Parents/carers obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.
  - r. If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy, to school or to the pupil's parent.
  - s. Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

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

### Enrolment forms

- 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.

### Individual Health Plans

#### *Individual Health Plans*

- c. 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. Examples of complex health needs which may generate an Individual Health Plan following discussion with the school nurse and the school:
  - diabetes
  - gastrostomy feeds
  - a tracheostomy
  - anaphylaxis
  - a central line or other long term venous access
  - Severe asthma that has required a hospital admission within the last 12 months
  - epilepsy with rescue medication
 Individual Health Plans are provided to the school by relevant medical professionals.
- d. Children who have medical needs but no Individual Health Plan complete a Medical Information form with a member of staff upon admission into school, or upon a new medical condition arising. This is to ensure that school has all the information needed to meet the child's needs.

### Health Plan register

- Individual Health Plans and medical information from parents are used to create a centralised register of pupils with complex health needs.
- An identified member of school staff has responsibility for the register at this school. This is Kate Dawson. This school has ensured that there is a clear and accessible system for identifying pupils with health plans/medical needs such as names being 'flagged' on the SIMs system. A robust procedure is in place to ensure that the child's record, contact details and any changes to the administration of medicines, condition, treatment or incidents of ill health in the school is updated on the schools record system.
- The responsible member of school staff follows up with the parents/carers and health professional if
- further detail on a pupil's Individual Health Plan is required or if permission or administration of medication is unclear or incomplete. This is the Key Stage Leader.

### Ongoing communication and review of Individual Health Plans

- The attached flow chart demonstrates how medical information comes into school, is passed to Key Stage Leaders and then the necessary staff in school.
- Parents/carers at this school are regularly reminded to update their child's Individual Health Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change. Parents are called by the SEN Admin Assistant at the beginning of each academic year to check whether any changes are needed. Parents/carers have a designated route/person to direct any additional information, letters or health

guidance to in order that the necessary records are altered quickly and the necessary information disseminated. They would pass this information to the school office or class teacher, who would direct it to the Key Stage Leader.

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

- Parents/carers and pupils (where appropriate) at this school are provided with copies of the information that they provided to school. A copy of the medical information provided and Individual Health Plans are kept in a secure central location at school.
- Apart from the central copy, specified members of staff (agreed by the pupil and parents/carers) securely hold copies of pupils' Individual Health Plans. These copies are updated at the same time as the central copy. The school must ensure that where multiple copies are in use, there is a robust process for ensuring that they are updated, and hold the same information.
- When a member of staff is new to a pupil group, for example due to staff absence, the school
- makes sure that they are made aware of the Individual Health Plans and needs of the pupils in their care.
- This school ensures that all staff protect pupils confidentiality.
- The information in the Individual Health Plan will remain confidential unless needed in an emergency

#### **Use of Individual Health Plans / Medical Information**

Individual Health Plans and Medical Information Forms are used by this school to:

- inform the appropriate staff about the individual needs of a pupil with a complex health need in their care
- identify important individual triggers for pupils with complex health needs at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of triggers
- ensure this school's emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in an emergency

#### **Consent to administer medicines**

- if a pupil requires regular prescribed medication at school, parents/carers are asked to provide consent on their child's medication plan giving the pupil or staff permission to administer medication on a regular/daily basis, if required. This form is completed by parents/carers for pupils taking short courses of medication.
- All parents/carers of pupils with a complex health need who may require medication in an emergency are asked to provide consent on the Individual Health Plan for staff to administer medication.

#### **visits**

- Parents/carers are sent a residential visit form to be completed and returned to school before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours (See Appendix 5).
- All residential visit forms are taken by the relevant staff member on visits where medication is required. These are accompanied by a copy of the pupil's individual health plan. All parents/carers of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to supervise administration of medication at night or in the morning if required.
- 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. A copy of the Individual Health Plan and equipment/medication must be taken on off site activities

#### **Record of Awareness Raising Updates and Training**

- This school holds updates on common medical conditions once a year. A record of the content and attendance of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive updates. The School Nursing Service will provide updates if the school

request this.

- All school staff who volunteer or who are contracted to administer emergency medication are
- provided with training, if needed, by a specialist nurse, doctor or school nurse. The school keeps a
- register of staff who have had the relevant training, it is the school's responsibility to arrange this.
- This school risk assesses the number of first aiders it needs and ensures that the first aiders are suitably trained to carry out their responsibilities.

## **7. 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 as accessible as possible to pupils with medical conditions.
- This school aims to meet the needs of pupils with medical conditions and to ensure that the physical environment at this school is as accessible as possible.
- This school's commitment to an accessible physical environment includes out-of-school; it also recognises that this may sometimes mean changing activities or locations.

### **Social interactions**

- This school ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.
- This school ensures the needs of pupils with medical conditions are adequately considered to ensure they have, where possible, 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 (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

### **Exercise and physical activity**

- This school understands the importance of all pupils taking part in sports, games and activities.
- 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.
- This school seeks to ensure that all classroom teachers, PE teachers and sports coaches understand that if a pupil reports they are feeling unwell, the teacher should seek guidance before considering whether they should take part in an activity.
- Teachers and sports coaches are aware of pupils in their care who have been advised, by a healthcare professional, to avoid or to take special precautions with particular activities.
- 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 minimise these triggers.
- This school seeks to ensure that all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.

### **Education and learning**

- This school ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.
- Teachers at this school are aware of the potential for pupils with medical conditions to have special educational needs (SEN).
- This school ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum.

### **Risk Assessments**

- Risk assessments are carried out by this school prior to any out-of-school visit or off site provision and medical conditions are considered during this process. This school considers: how all pupils will be able to access the activities proposed; how routine and emergency medication will be stored and administered, where help can be obtained in an emergency, and any other relevant matters.
- This school understands that there may be additional medication, equipment or other factors to consider when planning residential visits or off site activities.
- This school considers additional medication and facilities that are normally available at school.

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

- This school is committed to working towards reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.
- School staff have been updated on medical conditions. This update includes information on how to avoid and reduce exposure to triggers for common medical conditions.

### **9. The school is aware that a number of children in school have nut allergies and so take precautions to reduce the risk of anaphylaxis.**

- Parents are advised upon school admission that nuts or nut products should not be included in packed lunches, taken on school trips or brought into school as treats (for example on birthdays)
- Staff are aware that food containing nuts or nut products should not be provided to any child, and that children with nut allergies should only be given food that staff are sure could not contain traces of nuts.
- Cooking or party food within school should not include nuts or nut products
- Kitchen staff are kept informed about children with food allergies
- Staff are aware if there are children in their care that have nut allergies, and take reasonable precautions in terms of nut products that they eat or use (e.g. hand cream).

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

- This school works in partnership with all interested and relevant parties including the school's governing body, school staff, and community healthcare professionals and any relevant emergency practitioners to ensure the policy is planned, implemented and maintained successfully.
- The following roles and responsibilities are used for the medical conditions policy at this school. These roles are understood and communicated regularly.

#### ***Governors have a responsibility to:***

- ensure the health and safety of their staff and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips
- ensure the schools health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions and reviewed annually.
- make sure the medical conditions policy is effectively implemented, monitored and evaluated and regularly updated to ensure that the school has robust systems for dealing with medical emergencies and critical incidents
- at any time when pupils are on site or on out of school activities.

#### ***The Headteacher has a responsibility to:***

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

**All Keighley St. Andrew's school staff have a responsibility to:**

- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- call an ambulance in an emergency
- understand the school's medical conditions policy
- know which pupils in their care have a complex health need and be familiar with the content of the pupil's Individual Health Plan or medical information form
- know the schools registered first aiders and where assistance can be sought in the event of a medical emergency
- maintain effective communication with parents/carers including informing them if their child has been unwell at school
- ensure pupils who need medication have it when they go on a school visit or out of the classroom
- be aware of pupils with medical conditions who may be experiencing bullying or need extra social support
- understand the common medical conditions and the impact these can have on pupils.
- ensure that all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure that pupils have the appropriate medication or food during any exercise and are allowed to take it when needed.
- follow universal hygiene procedures if handling body fluids
- ensure that pupils who present as unwell should be questioned about the nature of their illness, if anything in their medical history has contributed to their current feeling of being unwell, if they have felt unwell at any other point in the day, if they have an Individual Health Plan and if they have any medication. The member of staff must remember that while they can involve the pupil in discussions regarding their condition, they are in loco parentis and as such must be assured or seek further advice from a registered first aider if they are in doubt as to the child's health, rather than take the child's word that they feel better.

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

- be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it, in liaison with the SENCo.
- liaise with parents/carers, 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

**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 school's request
- provide information about where the school can access other specialist training.
- update the Individual Health Plans in liaison with appropriate school staff and parents/carers

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

- give immediate, appropriate help to casualties with injuries or illnesses when necessary ensure that an ambulance is called.
- ensure they are trained in their role as 1<sup>st</sup> aider
- ensure that they are trained in paediatric first aid if they are classified as a paediatric 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.

**Pupils have a responsibility to:**

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

- ensure a member of staff is called in an emergency situation.

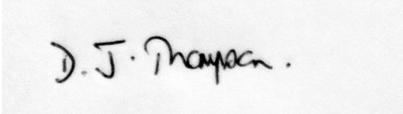
**Parents/carers have a responsibility to:**

- a. tell the school if their child has a medical condition or complex health need
- b. ensure the school has a complete and up-to-date Individual Health Plan if their child has a complex health need
- c. inform the school about the medication their child requires during school hours
- d. 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
- e. tell the school about any changes to their child's medication, what they take, when, and how much *and* inform the school of any changes to their child's conditions
- f. ensure their child's medication and medical devices are labelled with their child's full name
- g. ensure that the school has full emergency contact details for them
- h. provide the school with appropriate spare medication labelled with their child's name
- i. ensure that their child's medication is within expiry dates
- j. keep their child at home if they are not well enough to attend school.
- k. ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- l. if the child has complex health needs, ensure their child has a written Individual Health Plan for school and if necessary an asthma management plan from their doctor or specialist healthcare professional to help their child manage their condition.
- m. have completed/signed all relevant documentation including form 3a and the Individual Health Plan if appropriate

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

- a. This school's medical condition policy is reviewed, evaluated and updated in line with the school's policy review timeline - **every three years, or earlier if necessary.**
- b. The views of pupils with various medical conditions may be sought and considered central to the evaluation process.

September 2014 – Triennial



Signed Chair of Governors

Updated – January 2017

