



SUPPORT FOR PUPILS WITH

MEDICAL CONDITIONS POLICY

AND CARE OF RESIDENTIAL

PUPILS WHO ARE UNWELL



Northern House School (Wokingham) is an inclusive community that aims to support and welcome pupils with medical conditions. We aim to provide pupils with medical conditions the same opportunities as others at school and achieve this by ensuring that:

- All Northern House School (Wokingham) staff understand their duty of care to children and young people 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.

In the case where a residential pupil is un-well Northern House School will follow the basic procedures as set out below

- The pupil will be isolated in their own room.
During this time they will have direct access to a specified toilet / bathroom in order to avoid cross-contamination.
- The child's parents will be contacted to inform them of illness and where possible the child will be collected immediately.
- Should a parent / guardian be unavailable, the pupil will remain isolated in their own room with access restricted to designated staff, until the parent can collect.
- If it is felt necessary once the child has been collected, a deep clean of their room and toilet facilities will be undertaken.
- The child shall be absent from school until 48 hours after symptoms have ceased.
- In the event that the pupil cannot be collected, such as a child whose parents are away from home, they will remain isolated as described above until such time that either collection can be made, or symptoms have ceased for 48 hours.

1. Communication

- The medical conditions policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation
- Parent/carers are informed about the medical conditions policy by signposting access to the policy via the school's website, where it is available all year round
- 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
- Supply and temporary staff are informed of the policy and their responsibilities including who is the designated person, any medical needs related to the children in their care and how to respond in emergencies
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2. Emergencies

- Relevant staff are aware of the most common serious medical conditions at the school.
- Staff 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.
- The action required for staff to take in an emergency for the common serious conditions at this school is detailed in the school handbook.
- This school informs the appropriate staff (including supply teachers and support staff) of pupils with complex health needs in their care who may need emergency help.
- 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 school's senior leadership team.

3. Administration of medication

- Staff that have been trained are allowed to administer a prescription only medicine to another person provided in accordance with the directions of a doctor (except in the case of injections). Medicines prescribed for a person are that person's property and may not be used by any other person. Doses of prescribed medicines should not be varied without the doctor's consent.

Administration – emergency medication

- The school will seek to ensure that pupils with medical conditions have easy access to their emergency medication.
- The 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 medication

- The 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 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.
- The 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 have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as assisting in administering medication or calling an ambulance.
- In some circumstances, medication is only administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult.
- Parents/carers understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately. Parents/carers should provide the school with any guidance regarding the administration of medicines and/or treatment from the GP, clinics or hospital.
- If a pupil refuses their medication, staff will record this and follow the defined procedures. Parents/carers will be informed of this non-compliance as soon as possible.
- All staff attending off-site visits are aware of any pupils on the visit who have medical conditions. They will 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 trained member of staff, who is usually responsible for administering medication, is not available the school makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.
- If a pupil misuses medication, either their own, or another pupil's, their parents/carers are informed as soon as possible. The school will seek medical advice by ringing A+E if this situation arises. In such circumstances, pupils will be subject to the school's usual disciplinary procedures.

4. Storage of medication

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 and not held personally by members of staff.
- 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.



Non-emergency medication

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

Safe storage – general

- This school has an identified member of staff/designated person who ensures the correct storage of medication at school.
- All controlled drugs are kept in a locked cupboard and only named staff have access.
- The identified member of staff checks the expiry dates for all medication stored at school each term (i.e. three times a year).
- The identified member of staff, 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 and expiry date of the medication.
- All medication is supplied and stored in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- Medication is stored in accordance with the manufacturer's 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 inaccessible to unsupervised pupils or lockable as appropriate.
- All medication (including blue inhalers) is sent home with pupils at the end of the school term.
- 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

- Parents/carers are asked to collect out-of-date medication.
- If parents/carers do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.
- 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 3 times a year and is always documented.
- 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.
- 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.



Record keeping Enrolment forms

Parents/carers are asked if their child has any medical conditions and 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 Care Plans

The school uses an Individual Care 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 Care Plan if required.

Examples of complex health needs which may generate an Individual Care Plan are:

- diabetes
- anaphylaxis
- severe asthma that has required a hospital admission within the last 12 months
- epilepsy with rescue medication

An Individual Care Plan, accompanied by an explanation of why and how it is used, is sent to all parents/carers of pupils with a complex health need. This is sent at the start of the school year; at enrolment; when a diagnosis is first communicated to the school; transition discussions; new diagnosis. It is the parent's responsibility to fill in the Individual Care Plan and return the completed form to the school. If the school does not receive an Individual Care Plan, all school staff should follow standard first aid measures in an emergency. The school will contact the parent/carer if health information has not been returned. If an Individual Care Plan has not been completed, the school will contact the parents.

The school ensures that a relevant member of school staff is present, if required, to help draw up an individual health plan for pupils with complex health or educational needs. The finalised plan will be given to parents/carers and the school.

School Individual Care Plan register

Individual Care Plans are used to create a centralised register of pupils with complex health needs. An identified member of school staff has responsibility for the register. The school has ensured that there is a clear and accessible system for identifying pupils with care 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 Care Plan is required or if permission or administration of medication is unclear or incomplete.

Ongoing communication and review of Individual Care Plans

Parents/carers at this school are regularly reminded to update their child's Individual Care 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. Each Individual Care Plan will have a review date.



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.

Storage and access to Individual Care Plans

Parents/carers and pupils (where appropriate) are provided with a copy of the pupil's current agreed Individual Care Plan. Individual Care 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 Care 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 Care Plans and needs of the pupils in their care. The school ensures that all staff protect pupils' confidentiality. The school informs parents/carers that the Individual Care Plan would 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 is included on the Individual Care Plan. The information in the Individual Care Plan will remain confidential unless needed in an emergency

Use of Individual Care Plans

Individual Care Plans are used 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 medical consent form 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 Care Plan for staff to administer medication.

Residential 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. 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 Care 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 receives 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.

5. Inclusivity

Physical environment

The school is committed to providing a physical environment that is as accessible as possible to pupils with medical conditions. The 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

The 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. The school ensures the needs of pupils with medical conditions are adequately considered to ensure they have access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits. All staff at 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

The school understands the importance of all pupils taking part in sports, games and activities and 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. The school seeks to ensure that all classroom teachers, PE teachers and sports coaches understand that if a pupil report 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. The 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.



The 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. The school ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Education and learning

The 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 are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN coordinator. The school ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum and pupils at this school learn how to respond to common medical conditions.

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. The school understands that there may be additional medication, equipment or other factors to consider when planning residential visits or off site activities. The school carries out risk assessments before pupils start any work experience or off-site educational placement. It is the 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/carers before any medical information is shared with an employer or other education provider. The 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 and this update includes information on how to avoid and reduce exposure to triggers for common medical conditions.

6. Roles and responsibilities

The 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.

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

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- 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 Northern House School (Wokingham) 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 Care Plan
- know the schools registered first aiders and where assistance can be sought in the event of a medical emergency
- know the members of the schools Senior Emergency Management Team if there is a need to seek assistance in the event of an 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 Care



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:

- ensure pupils who have been unwell have the opportunity to 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, 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 sure 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 schools request
- provide information about where the school can access other specialist training.
- update the Individual Care 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 1st 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:

- tell the school if their child has a medical condition or complex health need
- ensure the school has a complete and up-to-date Individual Care Plan if their child has a complex health need
- inform the school about the medication their child requires during school hours
- inform the school/provider of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities

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- 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
- ensure that the school has full emergency contact details for them
- 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
- if the child has complex health needs, ensure their child has a written Individual Care Plan for school and if necessary an asthma management plan from their doctor or specialist healthcare professional to help their child manage their condition.
- have completed/signed all relevant documentation including form 3a and the Individual Care Plan if appropriate

The following guidelines are based on Drug Manufacturers instructions, medically prescribed direction and Ofsted National Minimum Standards recommendations.

- Medicines such as Ritalin, Concerta, Equasym, Respiridone and Atomoxetine are Controlled Drugs and must be treated as such at all times.
- Parents must inform the school when medication is being sent into school.
- Students are not permitted to carry controlled drugs on their person. Any controlled drugs brought into school must be handed in to reception immediately.
- Staff must follow the Administration of Medicines Procedure which is displayed in the medical room.
- Staff must not sign for medication taken that they have not witnessed.
- The Controlled Drugs Cabinets and Cupboard Door must remain locked at all times and the key returned to the cabinet in the front office.
- No pupil must be allowed access to the Medical Cabinet or Controlled Drugs Cabinet.
- All controlled drugs should be kept in clearly labelled pharmacy boxes inside the locked Controlled Drugs Cabinet until administered.
- Controlled drugs can be split in advance if the prescribed dosage requires. These drugs must then be kept in a clearly labelled bottle.
- Check the Medical Log to ensure that the medication has not already been given and ask the pupil if in doubt.
- All prescribed drugs must be given at the correct time, signed out by the person taking out the medication and only countersigned by another member of staff when the pupil has taken it.
- If a pupil refuses to take their medication, then this must be noted in the book and signed off. The medication must then be returned to their box in the cupboard.
- Should the pupil then take the medication at a later time, this must also be logged and any necessary staff or parents informed.

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- All students must be given their medication in the medical room. Staff must not carry controlled drugs unless the student is on an off-site activity or at college.
- Any change in the amount of drug prescribed must be supported by a letter from the prescribing professional.
- Stock of medication will be counted weekly. Any additional stock should be clearly recorded in the stock book.
- On trips and outings medication will be carried by staff in a suitable container and clearly labelled. Medication sheets will be signed firstly when the medicines are taken out and secondly after they have been taken.
- Parents must inform the school of any changes to medication immediately. Parents must not send medicines into school that are not clearly labelled, in date and age appropriate. If this happens then the medication will not be administered. Unmedicated students with severe ADHD may be sent home for health and safety reasons.
- Any medication that is no longer in date, or prescribed will either be returned to parents (if safe) or will be returned to a pharmacy for safe disposal.
- Residential students will have forms that clearly state what medication the school are allowed to give on a day to day basis (see medical forms for residents). Information will also be provided on allergies and other issues that could have a bearing on medication given.
- The parents of day students will be contacted by phone before day to day medication is given by the school. If the permission is not given, medication such as Paracetamol must not be given.
- Two members of staff (one from school, one from residential) will receive training on the administration of medicines.
- Where a student's medication is particularly complex, a risk assessment will be undertaken and a clear and agreed plan of action will be developed.
- In the unlikely event that a student is given the wrong medication or the wrong dosage of their medication, professional medical advice will be sought immediately.
- In the event of a breach of security related to medication, the school will immediately conduct a dynamic risk assessment and will take appropriate action i.e. informing the Police, Ofsted and any other agency necessary.
- Inhalers for asthma must be kept by students. A spare inhaler may be kept by the school in case of emergencies. Parents should teach their children how to self-administer their asthma medication.
- If necessary the school will supervise and support any student that takes insulin for diabetes. Parents should provide the school with a written plan for diabetes in conjunction with their GP. Injected insulin or similar types of medication will be kept in a medical fridge in the medical room and the temperature will be monitored regularly
- Appoint 'named persons' for the administration of medication that requires specialist training (epipens).