

## **Introduction**

**Priory Rise School is an inclusive community that aims to support and welcome pupils with medical conditions.**

1. 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 attend in the future.
2. This school aims to provide children with medical conditions the same opportunities as others at school. We will help to ensure they can:
  - be healthy
  - stay safe
  - enjoy and achieve
  - make a positive contribution
  - achieve economic well-being.
3. Pupils with medical conditions are encouraged to take control of their condition. Pupils feel confident in the support they receive from the school to help them do this.
4. This school aims to include all pupils with medical conditions in all school activities.
5. Parents\* of pupils with medical conditions feel secure in the care their children receive at this school.
6. The school ensures all staff understand their duty of care to children and young people in the event of an emergency.
7. All staff feel confident in knowing what to do in an emergency.
8. This school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
9. All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact this can have on pupils.
10. 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.

## **Communication**

The school ensures everyone in the school community is informed and reminded about the policy. The policy is uploaded onto the school's web site, reminders are put in newsletters and there is reference to the policy through the school's PSHE curriculum. Health Care Plans also make reference to this policy.

The Medical Conditions Policy is uploaded onto the staff portal and all staff are reminded about this policy at the beginning of each school year.

Parents at this school are asked if their child has any health conditions or health issues on the Admission Form, which is completed when children start school. At the beginning of each new school year parents are asked to notify the school of any changes to their child's health condition and any medication which needs to be taken.

## Training

Staff understand and are trained appropriately in what to do in a medical emergency.

This includes:

- How to contact emergency services and what information to give
- Who to contact within the school
- What action to take in the event of a medical emergency

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, staff should not take pupils to hospital in their own car. In addition, specific staff who undertake the day to day care of pupils with specific medical conditions receive appropriate training – e.g. managing diabetes.

All staff understand their duty of care to pupils and understand the important responsibility of caring for pupils with medical conditions. Healthcare Plans are in place for all children with specific known medical conditions and these are drawn up in consultation with parents and relevant health professionals.

## Administration of medication at school

If a pupil requires regular prescribed medication at school, parents are asked to provide consent on their child's Healthcare 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.)

The 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.

All pupils at Priory Rise School with medical conditions have **easy access to their medication** – e.g. inhalers. We understand the importance of medication being taken as prescribed.

All 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. For any pupils who do not carry and administer their own emergency medication staff and pupils know where their medication is stored and how to access it. Staff are trained in how to assist pupils 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. 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. 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 reasonably prudent parent in an emergency situation. This may include taking action such as administering medication. Parents at this school understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately. If a pupil at this school refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible. If a pupil at this school needs supervision or access to medication during home to school transport organised by the local authority, properly trained escorts are provided. All drivers and escorts have the same training as school staff, know what to do in a medical emergency and are aware of any pupils in their care who have specific needs. If they are expected to supervise or administer emergency medication they are properly trained and have access to the relevant Healthcare Plans.

All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.

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 are informed as soon as possible. These pupils are subject to the school's usual disciplinary procedures.

## **Storage of Medication at School**

Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities and this is stored in the Medical Room. 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. Older pupils (KS2) who need asthma inhalers carry their emergency medication on them at all times..

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 and which member of staff is responsible for supervising them.

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 only accessible to those for whom it is prescribed.

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.

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 labeled 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, expiry date and the prescriber's instructions for administration, including dose and frequency. Medication is stored in accordance with instructions, paying particular note to temperature.

Some medication for 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 of Medicines**

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.

## **Drawing up Healthcare Plans**

Prory Rise School uses a Healthcare 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 Healthcare Plan if required. (See Appendix 1 – Form 1)

A Healthcare 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
- When a child with a medical condition starts school
- When a diagnosis is first communicated to the school.

Healthcare Plans are drawn up in consultation with parents, school staff and relevant health professionals. These plans are reviewed annually and if there is any change to a pupils' condition or treatment. All relevant staff and parents have copies of the Healthcare Plan. Information about pupils' medication conditions are stored securely on the school's pupil data base.

## **Residential Visits**

Risk assessments are carried out 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. We take into account additional medication, equipment or other factors when planning 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. 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)

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 Healthcare 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)

## **Physical Environment and Social Interactions**

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.

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.

All staff 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.

## **Inclusion and PE /Physical Activity**

The 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. Staff have the appropriate medication with them during physical activity and that pupils take them when needed. We ensure all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

We ensure 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 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's SEN 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.

Lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum.

## **Managing Medical Conditions**

We are committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits. Relevant school staff have been given training on medical conditions. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions. Healthcare Plans will include details of common medical triggers for pupils' medical condition and how to avoid or reduce any risks.

## **Responsibilities**

The 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 school and headteacher has 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 implemented, communicated, monitored and evaluated and regularly updated
- Provide indemnity insurance for staff who administer medication to pupils with medical conditions.
- 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 that information held by the school is accurate and up to date and that there are good information sharing systems in place using pupils' Healthcare Plans
- Ensure pupil confidentiality
- Assess the training and development needs of staff and arrange for them to be met
- Delegate a staff member to check the expiry date of medicines kept at school

**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 Healthcare 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 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 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.

**The Special Educational Needs Coordinator has 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 teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or course work.

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

- Complete the pupil's Healthcare 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.

**Pupils 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 with a medical condition have a responsibility to:**

- Tell the school if their child has a medical condition
- Ensure the school has a complete and up-to-date Healthcare 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.

\* The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.

## Legislation and guidance

### Introduction

- Local authorities, schools and governing bodies are responsible for the health and safety of pupils in their care.
- Areas of legislation that directly affect a medical conditions policy are described in more detail in *Managing Medicines in Schools and Early Years Settings*. The main pieces of legislation are the Disability Discrimination Act 1995 (DDA), amended by the Special Educational Needs and Disability Act 2001 (SENDA) and the Special Educational Needs and Disability Act 2005. These acts make it unlawful for service providers, including schools, to discriminate against disabled people. Other relevant legislation includes the Education Act 1996, the Care Standards Act 2000, the Health and Safety at Work Act 1974, the Management of
- Health and Safety at Work Regulations 1999 and the Medicines Act 1968.

### Managing Medicines in Schools and Early Years Settings (2004)

This provides guidance from the DfES (now DCFS) and DH on managing medicines in schools and early years settings. The document includes the following chapters:

- Developing medicines policies
- Roles and responsibilities
- Dealing with medicines safely
- Drawing up a Healthcare Plan
- Relevant forms.

Medical Conditions at School: A Policy Resource Pack is designed to work alongside *Managing Medicines in Schools and Early Years Settings*.

### Disability Discrimination Act 1995 (DDA) and the Special Educational Needs and Disability Acts (2001 and 2005)

Many pupils with medical conditions are protected by the DDA and SENDA, even if they don't think of themselves as 'disabled'. The Commission for Equality and Human Rights (CEHR) (previously the Disability Rights Commission) publishes a code of practice for schools, which sets out the duties under the DDA and gives practical guidance on reasonable adjustments and accessibility. The CEHR offers information about who is protected by the DDA, schools' responsibilities and other specific issues. Schools' responsibilities include:

- Not to treat any pupil less favourably in any school activities without material and sustainable justification
- To make reasonable adjustments that cover all activities – this must take into consideration factors such as financial constraints, health and safety requirements and the interests of other pupils. Examples of reasonable adjustments can be found in the DfES resource: *Implementing the DDA in Schools and Early Years Settings*\*
- To promote disability equality in line with the guidance provided by the DCSF and CEHR through the Disability Equality Scheme.
- \*DfES publications are available through the DCSF.

### **The Education Act 1996**

Section 312 of the Education Act covers children with special educational needs, the provisions that need to be made and the requirements local health services need to make to help a local authority carry out its duties.

### **The Care Standards Act 2000**

This act covers residential special schools and responsibilities for schools in handling medicines.

### **Health and Safety at Work Act 1974**

This act places duties on employers for the health and safety of their employees and anyone else on their premises. This covers the head teacher and teachers, non-teaching staff, pupils and visitors.

### **Management of Health and Safety at Work Regulations 1999**

These regulations require employers to carry out risk assessments, manage the risks identified and to communicate these risks and measures taken to employees.

### **Medicines Act 1968**

This act specifies the way that medicines are prescribed, supplied and administered.

### **Additional guidance**

Other guidance resources that link to a medical conditions policy include:

- Healthy Schools Programme – a medical conditions policy can provide evidence to help schools achieve their healthy school accreditation
- Every Child Matters: Change for Children (2004). The 2006 Education Act ensures that all schools adhere to the five aims of the Every Child Matters agenda
- National Service Framework for Children and Young People and Maternity Services (2004) – provides standards for healthcare professionals working with children and young people including school health teams
- Health and Safety of Pupils on Educational Visits: A Good Practice Guide (2001) – provides guidance to schools when planning educational and residential visits
- Misuse of Drugs Act 1971 – legislation on the storage and administration of controlled medication and drugs
- Home to School Travel for Pupils Requiring Special Arrangements (2004) – provides guidance on the safety for pupils when traveling on local authority provided transport
- Including Me: Managing Complex Health Needs in School and Early Years Settings (2005).

**Further advice and resources****The Anaphylaxis Campaign**

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