

Rationale

The object of a Medical Conditions Policy is to ensure pupils with such issues have full access to education.

This policy is written in conjunction with:

‘Supporting Pupils at School with Medical Conditions statutory guidance – December 2015.’

1. The Trust is an inclusive community that aims to support and welcome pupils with medical conditions

- The Trust 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.
- The Trust aims to provide all children with all medical conditions the same opportunities as others at school.
- Pupils with medical conditions are encouraged to take control of their condition. Pupils feel confident in the support they receive from the school to help them do this.
- The Trust aims to include all pupils with medical conditions in all school activities.
- Parents* of pupils with medical conditions feel secure in the care their children receive at this school.
- The school ensures all staff understand their duty of care to children and young people in the event of an emergency.
- All staff feel confident in knowing what to do in an emergency.
- This school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
- All staff understand the common medical conditions that affect children at the school. Staff receive training on the impact this can have on pupils.
- The medical conditions policy is understood and supported by the whole school and local health community.

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

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

Pupils are informed and reminded about the medical conditions policy:

- in the school newsletter at intervals in the school year
- in personal, social and health education (PSHE) classes

Parents are informed and reminded about the medical conditions policy:

- in the school newsletter during the school year
- when their child is enrolled as a new pupil
- via the school's website, where it is available all year round

School staff are informed and regularly reminded about the medical conditions policy:

- through copies handed out at staff meetings
- at scheduled medical conditions training
- through the key principles of the policy being displayed in several prominent staff areas at this school
- all supply and temporary staff are informed of the policy and their responsibilities.

Relevant local health staff e.g. the school nursing team, are informed about the school's medical conditions policy:

- by letter, accompanied with a printed copy of the policy on renewal.

All other external stakeholders are informed and reminded about the school's medical conditions policy:

- by letter, accompanied with a printed copy of the policy on renewal

3. All staff understand and are trained in what to do in an emergency for the most common serious medical conditions across schools within The Trust

- All staff are aware of the most common serious medical conditions.
- Staff understand their duty of care to pupils in the event of an emergency. In an emergency situation, school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.
- All staff who work with groups of pupils receive training and know what to do in an emergency for the pupils in their care with medical conditions.
- Training is refreshed for all staff once a year.
- Action for staff to take in an emergency for the common serious conditions at this school is displayed in prominent locations for all staff including classrooms, the main office and the staff room.
- The Trust uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.
- A copy of the pupil's Healthcare Plan is sent to the emergency care setting with the pupil where possible.

4. All staff understand and are trained in the Trust's general emergency procedures

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

- how to contact emergency services and what information to give
- who to contact within each individual school setting.
- Training is refreshed for all staff at least once a year.
- Action to take in a general medical emergency is displayed in prominent locations for staff in
- the staff room and general office.

- If a pupil needs to be taken to hospital the parents will be called, a member of staff will stay with them until a parent arrives.
- Generally, staff should not take pupils to hospital in their own car.

5. The Trust has clear guidance on the administration of medication at school

Administration – emergency medication

- All pupils at any school within the trust with medical conditions will have **easy access to their emergency medication**.
- 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.
- Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it.
- Pupils who do not carry and administer their own emergency medication understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their medication safely.

Administration – general

- 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 staff member who is a trained first aider at any of the schools within the King Alfred Trust.
- The Trust understands the importance of medication only being taken as prescribed.
- All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so.
- Training is given to all staff members across the Trust who agree to administer medication to pupils, where specific training is needed. The school's risk protection policy provides full indemnity.
- All Trust 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.
If medication is required that involves an adult having sight of, or touching a part of the child's body that is not normally visible when in school – two adults will attend and will only apply/administer the medication upon specific parental request – or in a medical emergency.
- Parents 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 refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.
- If a pupil 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 Trust 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 Trust 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 this school makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.
- If a pupil misuses medication, either their own or another pupil's, both sets of parents are informed as soon as possible. These pupils are subject to the Trust's usual disciplinary procedures.
- The Trust agrees that a school can administer medicines to children who have temporary, short term medical conditions for which no health care plan is necessary, as long as the medicine is clearly labelled with the pupil's name and dosage instructions – by a pharmacist. Over the counter drugs will not be administered to pupils. Parents will need to fill out and sign a permission form – detailing pupil's condition and drug regime.

6. The Trust has clear guidance on the storage of medication at school

Safe storage – emergency medication

- Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.
- 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.

Safe storage – general

- There is an identified member of staff who ensures the correct storage of medication at school and all controlled drugs are kept in a locked cupboard.
- The identified member of staff, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labelled with the pupil's name, the name and dose of the medication and the frequency of dose.
- Medication is then stored, wherever possible, in its original containers.
- 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.
- It is the parent's responsibility to ensure all medication is in date.

Safe storage – non-emergency medication

- All non-emergency medication is kept in a secure 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.

Safe disposal

- Parents at any school within the Trust are asked to collect out-of-date medication.
- 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 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 the responsibility of the parents.

7. This Trust has clear guidance about record keeping

Enrolment forms

- Parents at this school are asked if their child has any health conditions or health issues on the enrolment form, which is filled out at the start of each school year. Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms.
- (Please note: All appendices are available at www.medicalconditionsinschool.org.uk)

Healthcare Plans & Drawing up Healthcare Plans

- This school uses a Healthcare Plan to record important details about individual children's medical needs - their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required.
- A Healthcare Plan is written when a diagnosis is first communicated to the child's school and drawn up by a healthcare professional and the parents.
- If a pupil has a short-term medical condition that requires medication during school hours, a medication form is completed by the pupil's parents. A trained member of school staff is also present, if required, to help draw up a Healthcare Plan for pupils with complex healthcare or educational needs.

School Healthcare Plan register

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

Ongoing communication and review of Healthcare Plans

- Parents are required to update their child's Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change.
- Staff use opportunities such as teacher–parent interviews and home–school diaries to check that information held by the school on a pupil's condition is accurate and up to date.

Storage and access to Healthcare Plans

- Parents and pupils are provided with a copy of the pupil's current agreed Healthcare Plan. Healthcare Plans are kept in a secure central location within school.
- All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care. When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the Healthcare Plans of pupils in their care. The Trust educates all schools to ensure that all staff protect pupil confidentiality. The Trust seeks permission from parents to allow the Healthcare Plan to be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day. This permission is included on the Healthcare Plan.
- Permission is sought from the pupil and parents before sharing any medical information with any other party, such as when a pupil takes part in a work experience placement.

Use of Healthcare Plans

Healthcare Plans are used to:

- Inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care.
- Remind pupils with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times.
- Identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies. This information is used to help reduce the impact of common triggers.
- Ensure that local emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency.
- Remind parents of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.
- Consent to administer medicines
- If a pupil requires regular prescribed medication at school, parents are asked to provide consent on their child's 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.
- All parents of pupils with a medical condition who may require medication in an emergency are asked to provide consent on the Healthcare Plan for staff to administer medication. If a pupil requires regular/daily help in administering their medication then the school outlines the school's agreement to administer this medication on the pupil's Healthcare Plan. The school and parents keep a copy of this agreement. Parents of pupils with medical conditions at this school are all asked if they and their child's healthcare professional believe the child is able to manage, carry and administer their own emergency medication.

Residential visits

- Parents are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit. 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 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.

Other record keeping

- Schools within the Trust will keep 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.
- Training is provided on common medical conditions once a year. A log of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive training. The school keeps a register of staff who have had the relevant training.

- Every school within The Trust will keep an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

8. This Trust ensures that the ‘whole school environment’ at every school is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities

Physical environment

- The Trust is committed to providing a physical environment that is accessible to pupils with medical conditions. There is also a commitment to an accessible physical environment includes out-of-school visits. The Trust recognises that this sometimes means changing activities or locations.

Social interactions

- Every school within The Trust 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 Trust ensures the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as school discos, school productions, after school clubs and residential visits.
- 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.

Exercise and physical activity

- King Alfred Trust understands the importance of all pupils taking part in sports, games and activities.
- We 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.
- 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.
- The Trust ensures all classroom teachers and school sports coaches are aware of the potential triggers for pupils’ medical conditions when exercising and how to minimize these triggers.
- The Trust ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.
- All pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Education and learning

- This Trust endeavours to 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 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) and the effect of the pupil’s condition on their schoolwork is properly considered.
- The Trust ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum.

- Pupils learn about what to do in the event of a medical emergency.

Residential visits

- Risk assessments are carried out by prior to any out-of-school visit and medical conditions are considered during this process. Factors considered 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.
- The Trust understands that there may be additional medication, equipment or other factors to consider when planning residential visits. Additional medication and facilities that are normally available at school are always taken into account.
- Risk assessments are carried out before pupils start any off-site educational placement. It is a school's responsibility to ensure that the placement is suitable, including travel to and from the venue for the pupil. Permission is sought from the pupil and their parents before any medical information is shared with an employer or other education provider.

9. This Trust is aware of the common triggers that can make medical conditions worse or can bring on an emergency.

- This Trust is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.
- Trust 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.
- This Trust uses Healthcare Plans to identify individual pupils who are sensitive to particular triggers. Schools have a detailed action plan to ensure these individual pupils remain safe during all lessons and activities throughout the school day.
- Full health and safety risk assessments are carried out on all out-of-school activities before they are approved, including work experience placements and residential visits, taking into account the needs of pupils with medical conditions.
- Each school within the Trust reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to a school's policy and procedures are implemented after each review.

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

- This Trust works in partnership with all interested and relevant parties including individual school governing bodies, all school staff, parents, employers, community healthcare professionals and pupils to ensure policies are 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:

Employer

This Trust has a responsibility to:

- Ensure the health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips.
- Ensure health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions
- Make sure the medical conditions policy is effectively monitored and evaluated and regularly updated
- Provide indemnity for staff who volunteer to administer medication to pupils with medical conditions.

- The school's employer is not responsible for external contractors working on site

Executive Headteacher

The Trust's Executive Headteacher/ Head of School has a responsibility to:

- Ensure each 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 this policy is put into action, with good communication of the policy to all.
- Ensure every aspect of the policy is maintained.
- Ensure that information held by each school within the Trust is accurate and up to date and that there is a good information sharing system in place using pupils' Healthcare Plans.
- Ensure pupil confidentiality.
- Assess the training and development needs of staff and arrange for them to be met.
- Ensure all supply teachers and new staff know the medical conditions policy.

All school staff

All 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.
- 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 or food with them during any exercise and are allowed to take it when needed.

Teaching staff

Teachers at any school within the Trust 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 other staff, parents, the pupil's healthcare professionals, 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 School Healthcare Professional

The School Nurse any school within the Trust 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.

- Help provide regular training for school staff in managing the most common medical condition at school.
- Provide information about where the school can access other specialist training.

First aider

First aiders 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.

SENCO

Special educational needs coordinators have the responsibility to:

- Help update their school's medical condition policy.
- Know which pupils in their school 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.

Local doctors and specialist healthcare professionals

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

- Contribute to the pupil's Healthcare Plans as needed.
- 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).

Pupils

Pupils at any school within the Trust 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.

Parents*

Parents 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.**

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

- This Trust's medical conditions policy is reviewed, evaluated and updated every year in line with it's policy review timeline.
- New Department for Children, Families and Schools and Department of Health guidance is actively sought and fed into the review.
- In evaluating the policy, the Trust seeks feedback on the effectiveness and acceptability of the medical conditions policy with a wide-range of key stakeholders within the school and health settings.

These key stakeholders include:

- pupils
- parents
- school nurse and/or school healthcare professionals
- headteacher
- teachers
- local health professionals
- the school employer
- school governors.
- Trustees

The views of pupils with various medical conditions are actively sought and considered central to the evaluation process.