



# Medical Conditions at School Policy

**Last update September 2015**

## **Review of this Policy**

This policy will be reviewed annually or sooner if legislative changes or good practice guidance dictate.

## **Introduction**

The Board of Directors and the school 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.

## **Policy Statement:**

Hazelbeck School is an inclusive community that supports and welcomes all pupils, including those with medical conditions. We understand that we have a responsibility to make the school welcoming and supportive to all pupils with medical conditions.

Our school aims to provide all pupils with all medical conditions the same opportunities as others at school.

Certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood. We understand the importance of medication being taken as prescribed.

Hazelbeck School, working with the local Primary Care Trusts, provides training about the common medical conditions that affect children and on the impact medical conditions can have on pupils.

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

Our school has clear guidance on:

- the administration of medication at school
- the storage of medication at school.
- record keeping.

We ensure that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

Staff have training and are aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this.

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

### **Implementation of the policy**

The medical conditions policy is supported by communication with staff, parents and other key stakeholders to ensure its full implementation.

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

- In personal, social and health education (PSHE) classes
- Through school-wide communication about results of the monitoring and evaluation of the policy.

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

- At the start of the school year when communication is sent out about Healthcare Plans
- Via the school's website, where it is available all year round
- Through school-wide communication about results of the monitoring and evaluation of the policy.

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

- At scheduled medical conditions training
- Through the key principles of the policy being available electronically at this school
- Through school-wide communication about results of the monitoring and evaluation of the policy
- All supply and temporary staff are informed of the policy and their responsibilities.

d. Relevant local health staff are informed and regularly reminded about the school's medical conditions policy:

- Via primary care trust (PCT) links and the school/community nurse
- Through communication about results of the monitoring and evaluation of the policy.

### **Staff training**

- All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school
- All staff are aware of the most common serious medical conditions at this school
- Staff at our school understand their duty of care to pupils in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication
- All staff receive training and know what to do in an emergency for the pupils in their care with medical conditions
- Training is refreshed for all staff at least once a year.

Staff follow clear protocols in dealing with common serious conditions at Hazelbeck School.

Healthcare Plans inform the appropriate staff of pupils in their care who may need emergency help.

Our school sends a pupil's Healthcare Plan to any emergency care setting with the pupil.

### **Taking Emergency Action**

All staff understand and are trained in the school's general emergency procedures

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

- Who to contact within the school
- How to contact emergency services and what information to give

Action to take in a general medical emergency is displayed in prominent locations for staff.

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. We try to ensure that the staff member will be one the pupil knows.

Staff should not take pupils to hospital in their own car.

#### **Administration – emergency medication**

All pupils at our school with medical conditions have easy access to their emergency medication. All use of emergency medication, even if the pupil can administer the medication themselves, is done under the supervision of a named member of staff.

Some pupils are encouraged to carry and administer their own emergency medication, when their parents, school staff and health specialists determine they are able to start taking responsibility for their condition.

Pupils who carry their emergency medication with them should do so at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits.

Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it where appropriate.

Pupils who do not carry and administer their own emergency medication are assisted in taking their medication safely by a member of staff (and a reserve member of staff).

Administration of emergency medication will be witnessed by a second adult, and following locally agreed procedures.

#### **Administration – general**

All use of medication is carried out under the supervision of a named member of staff at Hazelbeck School. We understand the importance of medication being taken as prescribed.

#### **Relevant legislation and legal guidelines**

All support staff employed at Hazelbeck School have been contracted to administer medication and there are several members of staff who have been specifically contracted to support other staff with this activity. All staff involved in the administration of medication will receive training to do so.

Hazelbeck School has adopted the agreed BMDC policy on the administration of medication.

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 our 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 our school refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.

If a pupil at our school needs supervision or access to medication during home to school transport organised by the local authority, properly trained escorts should be provided. If they are expected to supervise or administer emergency medication they are 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 have information about the 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 Hazelbeck 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 and appropriate action is taken.

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

### **Roles and responsibilities with regard to managing medical needs:**

The Beckfoot and Hazelbeck Trust, acting as the employer, has a responsibility to:

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

The Headteacher has a responsibility to:

- Ensure the school is inclusive and welcoming and that the medical conditions policy is inline with local and national guidance
- Liaise between interested parties including pupils, school staff, education social workers, teaching assistants, school nurses, parents, governors, the school health service, the local authority transport service, and local emergency care services
- Ensure every aspect of the policy is maintained
- Ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using pupils' 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
- Delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register
- Inform all key stakeholders about implementation of the medical conditions policy.

All staff at our 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 need extra social support
- Understand the common medical conditions and the impact it can have on pupils
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities

- Ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teachers at this school have a responsibility to:

- Ensure pupils who have been unwell catch up on missed school work
- Be aware that medical conditions can affect a pupil's learning and provide extra help if necessary
- Liaise with parents, the pupil's healthcare professionals, and education social workers
- Use opportunities such as PSHE to raise pupil awareness about medical conditions.

The school nurse at this school has a responsibility to:

- Help update the school's medical conditions policy
- Facilitate the regular training for school staff in managing the most common medical conditions at school
- Advise 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 parents of a child at this school have a responsibility to:

- Tell the school if their child has a medical condition
- Ensure the school has a complete and up-to-date 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
- Inform the school of any changes to their child's condition
- Ensure their medical devices are labelled with their child's full name
- Provide the school with appropriate medication in the container in which it was dispensed
- 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.

## **Storage of medication**

### *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. It is kept in a locked container in the Nurse's office. 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 at our school who carry their emergency medication on them at all times (e.g. inhalers) are supported to keep their own emergency medication securely.

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 – non-emergency medication*

All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place within the Nurse's Office.

Pupils with medical conditions know where their medication is stored and are supported in accessing it. Staff ensure that medication is only accessible to those for whom it is prescribed.

#### *Safe storage – general*

The Care Team Manager is the 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 Care Team Manager checks the expiry dates for all medication stored at school.

The Care Team Manager, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is in the container in which it was dispensed.

All medication must be supplied and stored in its original containers. Medication is stored in accordance with instructions, paying particular note to temperature.

Some medication 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, depending upon type of medication and expiry date.

It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

#### *Safe disposal*

Parents at our 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 it is disposed of by the nursing team.

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 school are stored in a locked cupboard.

If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage.

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

### **Record Keeping**

#### *Enrolment forms*

Parents at our 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 or when the pupils is admitted to the school.

All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care. Information about health care needs and plans is given to all staff in the induction process and to core staff in initial briefing.

### **Use of Healthcare Plans**

Healthcare Plans are used by this school to:

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

#### *Procedure*

- 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
- If a pupil has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent to the pupil's parents to complete
- The Healthcare Plans are completed through liaison with all relevant people. When they have been signed by the school nurse and parents they will be stored with medication and in classrooms
- The Healthcare Plan includes permission to share information with relevant parties and if necessary Emergency Services staff.

#### *School Healthcare Plan register*

Healthcare Plans are used to create a centralised register of pupils with medical needs. The Care Team Manager has responsibility for the register at our school.

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

- Parents at our school are regularly reminded 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.
- Every pupil with a Healthcare Plan at our school has their plan discussed and reviewed at least once a year at the time of the Annual Review.

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

The Healthcare plan includes permission for school staff to administer medication. A separate permissions form is used for consent to administer short-term 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 includes information about medication not normally taken during school hours and permission for school staff to administer medications out of school hours if necessary.

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.

#### **Record keeping**

We 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.

Hazelbeck School keeps an up-to-date list of members of staff who are First Aid trained and those who have agreed to administer medication and have received the relevant training.

## **Equal Opportunities and Social interactions**

The school organisation ensures that all routine activities are made as accessible to all pupils as possible.

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*

We understand 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.

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.

Hazelbeck School ensures all staff are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

All pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.

We encourage all pupils with medical conditions to take part in out-of-school clubs and team sports.

### *Education and learning*

Our 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.

## **Risk assessments**

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

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

The school reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to this school's policy and procedures are implemented after each review.

## **Related policies and guidelines**

The following Hazelbeck School policies and guidelines are relevant to this policy:

- Special Educational Needs Policy.
- Equality of Opportunity Policy.
- Disability Equality Scheme.
- Safeguarding and Child Protection policies.
- Touch guidance.
- Intimate Care Policy.

Further information and guidance is available from the school nurse or Care Team Manager.