

MEDICAL CONDITIONS POLICY

Review Body:	School Improvement Committee
Leadership Group Responsibility:	Assistant Headteacher/SENCo
Type of Policy:	Statutory
Reviewed:	July 2019
	Appendix A added January 2020

Policy statement and principles

Rainham Mark Education Trust is an inclusive community that aims to support and welcome students with medical conditions. This trust understands its responsibility to make each school welcoming, inclusive and supporting to all students with medical conditions and provide them the same opportunities as others at the school.

We will help to ensure they can:

- be healthy
 - stay safe
 - enjoy and achieve
 - make a positive contribution
 - achieve economic well-being.
- Each school ensures all staff understand their duty of care to children and young people in the event of an emergency.
 - Staff receive on-going training and are regularly updated on the impact medical conditions can have on students. The training agenda is based on a review of current healthcare plans.
 - All staff feel confident in knowing what to do in an emergency.
 - Each school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
 - Each school understands the importance of medication being taken as prescribed.
 - All staff understand the common medical conditions that affect children at each school.

Each school has consulted on the development of this medical condition policy with a wide-range of key stakeholders within both the school and health settings. The policy and supporting documents are based on Department of Education statutory guidance (Sept 2014) *Supporting students at school with medical conditions.*

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

Each school ensures that the whole school environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, emotional, sporting and educational activities

Roles and responsibilities

Parents and guardians – are expected to inform their school about what medical condition their child has, if their child has an Individual Healthcare Plan, any daily medical needs and for trips/residential, changes to condition, and label any medication.

Students – must ensure they inform responsible adults on how their condition affects them.

The Governing body – should ensure health and safety measures for staff and students, risk assessments are inclusive of students with medical conditions, medical policy is kept up to date, report on medical policy success and improvement, provide indemnity to staff who volunteer to administer medication

The Headteacher – should ensure their school is inclusive and welcoming, that medical policy is in keeping with local and national guidance and frameworks, liaise between interested parties, ensure policy is implemented and kept up to date, and ensure training for staff.

Teachers and other school staff – should be aware of triggers and symptoms of conditions and how to act in an emergency, know which students have a medical condition, allow students immediate access to emergency medication, communicate with parents if child unwell, ensure students have their medication when out of the classroom, be aware if students with medical conditions suffer bullying or need extra social support, understand common medical conditions and impact on students, ensure all students with medical conditions are not excluded unnecessarily from activities, ensure students with medical conditions have adequate medication and sustenance during exercise, be aware medical conditions can affect school work, liaise with parents if child's learning is suffering due to medical condition, use opportunities to raise awareness of medical conditions.

Other health professionals (School Nurse, First Aider) – should help update school's medical policy, help provide regular training to school staff on common medical conditions, provide information about additional training, give immediate help to casualties in school, ensure ambulance or other professional help is called when necessary

SENCO should help update school's medical policy, know which students have SEN due to their medical condition, ensure teachers make arrangements if student needs special consideration, ensure students with medical conditions are not excluded unnecessarily from activities.

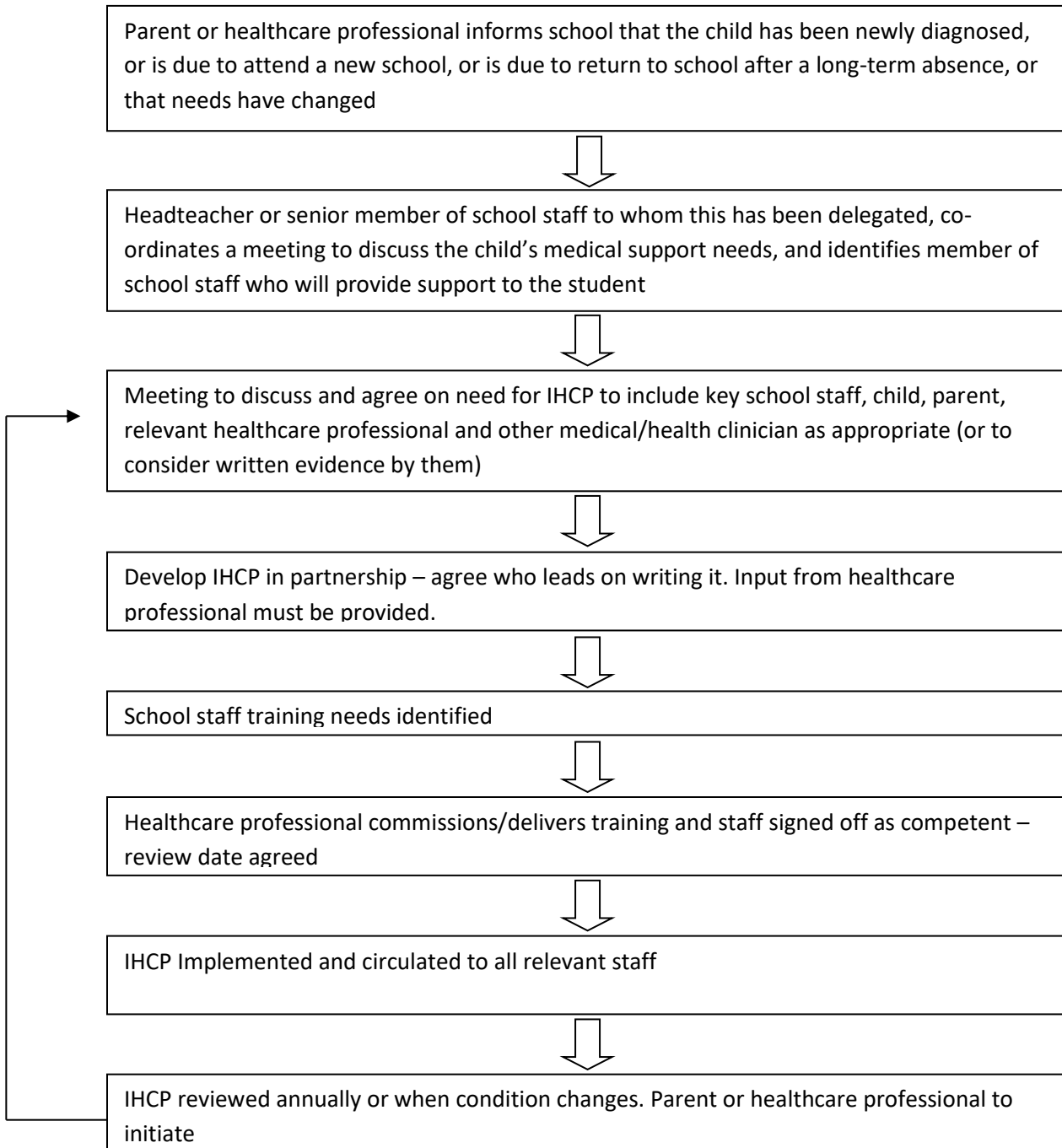
Monitoring of Individual Healthcare Plans

Each school uses Individual Healthcare Plans 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 Individual Healthcare Plan if required.

- If a student has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent to the student's parents to complete.
- The parents, healthcare professional and student with a medical condition are asked to fill out the student's Individual Healthcare Plan together. Parents then return these completed forms to each school.
- Each school ensures that a relevant member of school staff is also present, if required to help draw up an Individual Healthcare Plan for students with complex healthcare or educational needs.

Visually, this is represented in the table on the following page.

Monitoring of individual healthcare plan:



School Health Care Register

- Each school's own policy will state how they keep track of healthcare information and who is responsible for it

Ongoing Communication and Review of Individual Healthcare Plans

- Each school's own policy will state what they expect from parents and when they would want to access this information and how often

Storage and Access to Individual Healthcare Plans

- Each school's own policy will state where they are kept, who has access to them, who else has copies, make new staff aware, ensure confidentiality, send ahead to emergency care with permission, gain permission for sharing with workplace environments.

Individual Healthcare Plans are used by this school to:

- Inform the appropriate staff and supply teachers about the individual needs of a student with a medical condition in their care.
- Remind students 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 students with medical conditions at school that bring on symptoms and can cause emergencies. Each school uses this information to help reduce the impact of common triggers.
- Ensure that all medication stored at school is within the expiry date.
- Ensure each school's local emergency care services have a timely and accurate summary of a student's current medical management and healthcare in the event of an emergency.
- Remind parents of students with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

Administration of medication

- Each school understands the importance of taking the medication as prescribed.
- All staff understand that there is no legal or contractual duty for any member of staff to administer medication or supervise a student taking medication unless they have been specifically contracted to do so. Where specific training is not required, any member of staff may administer prescribed and non-prescribed medicines to students under the age of 16 with parental consent.
- Our Governing Body/Academy Proprietor is responsible to ensure full insurance and indemnity to staff who administer medicines. Our insurance policy includes liability cover.
- Administration of medication which is defined as a controlled drug (even if the student can administer themselves) should be done under the supervision of a member of staff.
- It is parental responsibility to ensure that medication is in date and replenished when necessary.

Storage of medication

Safe storage – emergency medication (EpiPens)

- a. Emergency medication is readily available to students who require it at all times during the school day. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available.
- b. All students carry their own EpiPens at all times.
- c. Students are reminded to carry their emergency medication with them.

Safe storage – non emergency medication

- a. All non-emergency medication is kept in a lockable cupboard.

- b. Students with medical conditions know where their medication is stored and how to access it.
- c. Staff ensure that medication is only accessible to those for whom it is prescribed.

Safe storage – general

- a. Each school ensures there is a designated person for the correct storage of medication.
- b. Three times a year the designated checks the expiry dates for all medication stored at school .
- c. The designated person, along with the parents of students with medical conditions, ensures that all emergency and non-emergency medication brought into school is clearly labelled with the students name, the name and dose of medication and the frequency of dose. This includes all medication that students carry themselves.
- d. Some medication may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. This is in a secure area, inaccessible to unsupervised students.
- e. 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

Record keeping

Each school's own policy should provide details of the following

- What form is sent out at the beginning of the school year to ask about medical conditions
- When the Individual Healthcare Plan is sent out and with what explanation
- What form is sent out for use for short term medical conditions that require medication during school
- The logging of administration of medication

In an emergency

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

- 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 involved in home-to-school transport under the responsibility of the local authority are also kept up-to-date about a child or young person's medical needs via the Individual Healthcare Plan.
- Each school uses Individual Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of students with complex health needs in their care who may need emergency help. Supply staff are briefed on entry to the school; when undertaking their commissioned duties.
- If a student needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. Each school will try to ensure that the staff member will be one the student knows. The staff member concerned should inform a member of the schools senior management and/or the schools critical incidents team.
- All students with medical conditions should have easy access to their emergency medication. Items such as inhalers and EpiPens are held by the student who must take the responsibility to have it to hand at all times.
- Students are encouraged to administer their own emergency medication (e.g. EpiPen) where possible and should carry it with them at all times unless it is a controlled drug as defined in the Misuse of Drugs Act 1971. This also applies to any off-site or residential visits.
- Students are encouraged to keep spare supplies of emergency medication *[where]*
- For off-site activities, such as visits holidays and other school activities outside of normal timetable hours, a risk assessment is undertaken to ensure students needing medication

still have access and a staff member is named as the responsible lead. The risk assessment also helps to identify any reasonable adjustments that need to be made.

Unacceptable Practice

Our staff recognise that it is not acceptable practice to:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assume that every child with the same condition requires the same treatment.
- Ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged).
- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans.
- If the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable.
- Penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments.
- Prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g., by requiring parents to accompany the child.

Complaints

If parents or students wish to complain how students with medical are supported, it should so by contacting the Headteacher, in the first instance. The matter will then be dealt with directly or referred to the Governing Body.

Appendix A – Riverside Primary School

Riverside Primary School and Children's Centre is an inclusive setting. We recognise that there may be times when medication needs to be administered to ensure a child's attendance. We will therefore administer medication and/or supervise children taking their own, according to the procedures in this policy.

Medicines

We are prepared to take responsibility for those occasions when a child needs to take medication during the school day, in accordance with the procedures in the Trust policy and following the guidance in the DfES document 'Supporting pupils at school with medical conditions' (2015).

We will usually only administer prescribed medication but may administer some over-the-counter medications according to the needs of individual children.

Children with Special Medical Needs

Where a child has a long term medical need a written health care plan will be drawn up with parents/carers and health professionals. Any resulting training needs will be arranged from the appropriate support agencies and the family as required. Please refer to the 'Supporting Children with Medical Conditions' policy.

Administration of Medication

- Should a child need to receive medication during the school day parents/carers will be asked to come into school and personally hand over the medication to a member of staff.
- The parent/carer will complete a Medicine Record Sheet which will be kept with the medicine and locked in the cabinet or fridge in the main office.
- The medication should be in the original container as dispensed, clearly labelled with the instructions for administration including:
 - The child's name
 - Name of medication
 - How much to be given
 - When to be given
 - Date dispensed and/or expiry date. (If no date given, the medication should be replaced 6 months after date dispensed)
 - Length of treatment
 - Any other instructions (A label 'to be taken as directed' does not provide sufficient information.)
- Liquid medication should be measured accurately using the medicine spoon or syringe which has been supplied by the parent/carer.
- A 'Medicine Record form' (see attached form) should be completed by the parent/carer and kept with the medicine in the school office. A separate form will be required for each medication and an entry of each dose given in school time will be completed, whether by school staff or a parent.
- We will not accept lozenges/cough sweets.

Application of Creams and Lotions

- Non-prescribed creams and lotions may be applied but only with written consent from parents / carers.
- Steroid creams are usually applied twice daily only – we would usually expect these to be applied at home.

- Sun cream needs to be supplied by parents and carers. We ask that it is applied prior to coming to school. Children may bring their own clearly labelled creams to reapply during the day. See Riverside Primary School Sun Safety Policy.

Refusing Medication

If a child refuses medicine, the parent/carer will be informed by telephone.

Self-Management

Children are encouraged to take responsibility for their own medicine. A good example of this is children using their own asthma reliever. The school will store the medicine appropriately and oversee when a child self-administers.

Offsite Activities and Educational Visits

The named leader of the activity must ensure that all children have their medication, including any emergency medication available. The medication will be carried by a named member of staff. This also includes asthma inhalers and other relief medication. Record forms are also taken to ensure normal administration procedures are followed.

Insurance

All staff are covered by the Local Authority insurance cover.

Training

Training needs are reviewed according to the needs of children.

