

Managing Medical Conditions in School

Riverbank academy is a broad spectrum special school for secondary age students within the Sidney Stringer Academy Group, welcoming students' from across Coventry. We are a fully inclusive environment and aim to ensure everyone feels safe and happy irrespective of gender, disability, ethnicity and social, cultural or religious background. We aim to provide a safe place where curiosity is nurtured, learning is celebrated and expectations are high, enabling our students to become active members of their wider community beyond the school day. Through our policies and practice we aim to help all Riverbank students uphold the schools core values of being *Motivated, Creative and Caring*.

This policy outlines the types of health difficulties our learners may experience and how we should support them during school time. It reflects current legislation and clearly identifies the responsibilities of students, parents, school staff and medical professionals.

Policy statement

- This school is an inclusive community that aims to support and welcome students with medical conditions.
- This school aims to provide the care and resources required for all students with any medical condition to attend school safely.
- As a school we understand our responsibilities to all individuals with a medical condition while they are in our care

Sharing and updating the 'Managing Medical Conditions In School Policy'

This policy is shared with all staff and the health community who support the individual students, parents and the students themselves. Students are informed and regularly reminded about the policy as required using their preferred method of communication. It will be available on the school website and parents will be advised of this when students enroll and annually during annual review conferences. School staff will receive inset training on the policy and will be reminded of the contents during the first staff meeting of the school year. Relevant local health staff are informed and regularly reminded about the policy by letter accompanied with a printed copy of the policy at the start of the school year and through our links with the primary care trust (PCT) and the school/community nurse

We work in partnership with all interested and relevant parties including the school's governing body, all staff, parents, employers, community healthcare professionals and students to ensure the policy is planned, implemented, evaluated and maintained

successfully.

This school's managing medical conditions in school policy is reviewed, evaluated and updated every year in line with the school's policy review timeline.

Training & awareness:

It is important that all those involved with an individual's medical care and support understand their role and responsibilities (appendix i). The school will ensure all staff have had the training to enable them to understand their duty of care to children and young people who have medical conditions as well as their responsibilities in the event of an emergency, enabling them to feel confident to act. Riverbank Academy understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood. All staff are supported to understand the common medical conditions that affect children at this school.

Awareness training on common medical conditions including epilepsy and asthma is carried out by appropriate staff annually. Competency training for specific medical interventions, such as administering seizure rescue medication, enteral feeding or using oral suction will be arranged for relevant staff as required to support specific individuals. Staff must be assessed as competent and present their certificate to the office before they carry out the procedures. Competency training and assessment must be updated annually in line with Coventry NHS policies to maintain it.

This school ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum. Students learn about what to do in the event of a medical emergency.

Healthcare plans and risk assessments

Riverbank Academy uses medical risk assessments prepared by class tutors with the support of the Medical and care coordinator and/ or the SENCo. Risk assessments are required for all students with severe medical conditions including, but not limited to, epilepsy, diabetes, asthma & respiratory conditions, severe allergies or conditions causing severe pain. Some students may have a protocol or Healthcare plan prepared by a nurse or medical professional, such as those with epilepsy rescue medication. These documents will include 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 Risk assessment or Healthcare Plan if required.

A medical risk assessment must be completed by school staff with the support of parents for all students with a **complex medical condition** at enrolment or when a diagnosis is first communicated to the school. It will be reviewed annually at the students annual review conference, or more often if there are changes to or concerns regarding a student's condition.

Protocols or Healthcare plans provided by medical professionals are required for those

who are prescribed epilepsy rescue medication or those with type diabetes, but may be supplied for other conditions if it is considered appropriate to the individual. Parents are responsible for ensuring school have a copy of these documents and send new copies anytime it is changed, updated or ceased.

If a pupil requires long or short-term medication during school hours, a request to administer medication form is sent to the pupil's parents to complete with guidance on its completion.

The parents, healthcare professional, relevant school staff and pupil with a medical condition, should contribute to the pupil's medical risk assessment or Healthcare Plan together. Parents are responsible for notifying school of any changes to their condition or updates to the plan.

In the event of a medical emergency there are procedures in place so that a copy of the pupil's medical information is sent to the emergency care setting with the pupil. Normally the member of staff accompanying the student will bring their blue file with them. On occasions when this is not possible, the documents are sent (or the information on it is communicated) to the hospital as soon as possible.

Where a student has a short term illness/ injury or long term medical condition, including blood-borne infection that require additional procedures to be put in place for the safety of themselves or others a risk assessment should be completed before they join/ return to school.

All risk assessments should be signed by parents, the class teacher and the head teacher and shared with parents, staff and other relevant agencies.

Sharing & storing medical information

Parents at this school are asked if their child has any health conditions or health issues on the data collection form, which is filled out by parents on initial enrolment and at the start of each school year. We help parents to understand that if their child's medical condition changes, including changes in medication i.e. discontinued, or the dose or administration method changes, that they should notify the school immediately and update risk assessments and/ or medication forms. We will 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.

Students prescribed rescue medication or medical therapies such as oxygen or oral suction must have their equipment and care plans checked on arrival at school every day. If they do not have the correct equipment they cannot be accepted from transport. Transport should be made aware of this possibility and have their own contingency plans in place for this eventuality.

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 all medical information of students in their care in their blue files. This school seeks permission 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.

We aim to reduce the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits. All PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for students' medical conditions including when exercising and how to minimize these triggers. We have a list of common triggers for the common medical conditions at this school and where appropriate a trigger reduction schedule will be put in place to help us actively work towards reducing or eliminating these health and safety risks.

If a pupil at this school needs supervision or access to medication during home to school transport organised by the local authority, this is the responsibility of the local authority to arrange. School will ensure they have relevant access to risk assessments if required.

Storage of medication and medical appliances

All medication which comes into school should be in its original container with a pharmacist's prescription label securely fixed to the medication, not just the outer box unless it is tablets in a blister pack. The label must state;

- The child's full name
- Name and strength of the medication
- Dose and frequency to be administered

Medication can be sent to school via transport staff or parents can bring it in themselves. Students should only bring in medicine themselves if it is not a controlled substance and both school and parents have agreed they are safe and competent to do so.

If it is not carried by the individual it will be stored according to the instructions in a secure place which is known to the individual and any staff who will administer it. All refrigerated medication is stored in a lockable container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised students or lockable as appropriate. Staff ensure that medication is only accessible to those for whom it is prescribed.

There is an identified member of staff who ensures medication is correctly labeled and stored at school. They check expiry dates three times a year. This includes all medication that students carry themselves.

Students have independent **access to their emergency medication** where appropriate. They 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. If possible students carry their emergency medication with them at all times, except for epilepsy rescue medication or other controlled drugs as defined in the Misuse of Drugs Act 1971. Students who do not carry and administer their own emergency medication, but are able to understand their condition know where their medication is stored and how to access it. Where students are not able to carry and administer their own emergency medication staff are informed where the medication is stored and an adult who is trained and competent to administer it should be identified to the student and other staff at all times.

If medication needs to be returned home, such as when it is out of date it is sent home with escorts/responsible adult. All medication is returned at the end of the summer term- it is not stored in school during the 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 with the correct medication forms.

Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or pediatrician 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, school or the pupil's parent.

Students prescribed medical therapies such as enteral feeding pumps, oral suction, oxygen or saline nebulisers should have their equipment with them at all times under close adult supervision.

Administering medication or medical interventions

Where a student has been prescribed Bucolam, midazolam or diazepam rescue medication for seizures the relevant consultant will issue a protocol to them or their parents. A copy of this must be signed by the head teacher and stored with the medication or appliance (**do not copy the care plan**) along with a signed list of all staff who are competent to administer it. Students will not carry epilepsy rescue medication on them as it cannot be self-administered and could be misused. All staff should be aware of which students have seizure rescue medication or emergency intervention and when/ how long to wait before administering it.

Students prescribed medical therapies such as oral suction, oxygen or saline nebulisers must carry their equipment with them at all times. They must have a medical risk assessment completed by school staff and checked by parents and the school nurse or the students named community nurse.

A minimum of 3 school staff should be trained and assessed as competent in the intervention for each student. No staff can be compelled to complete the training or assessment. Even those who are considered competent can refuse to carry out the intervention, but they must be made aware of the implications if they do not administer it and what alternative action should be carried out i.e. call 999. In the unlikely event of all trained staff being absent from school the student will not be able to attend and parents should be notified as soon as possible in the morning.

Anytime seizure rescue medications are administered an ambulance must be called immediately. A report form must be completed after administration. Use of emergency medication should be recorded on a medication record form, including where possible if the student has self-administered.

All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of staff at this school. Unless contracted to do so staff are under no legal obligation to administer medication, but they must ensure senior leadership have been made aware previously. It will be considered a breach of policy to refuse to administer medication having previously agreed to do so without making this clear to senior management in advance. It is not optional to witness medication and you may still be required to witness another member of staff doing so. Any member of staff may administer prescribed and non-prescribed medication to students under the age of 16, but only with the written consent of the pupil's parent. Medication is only administered by an adult and witnessed by a second adult. Training is given to all staff members who agree to administer medication to students, where specific training is needed. Riverbank Academy will provide indemnity for staff who volunteer to administer medication to students with medical conditions provided that procedures stated in the policy have been followed.

An accurate record is kept 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. Should a medication dose be missed for any reason i.e. student refuses their medication staff record this and notify a member of senior leadership, who will inform parents' immediately.

If a pupil misuses medication, either their own or another pupil's, their parents are informed as soon as possible. These students are subject to the school's usual disciplinary procedures.

Documentation and record keeping

No medication can be given in school or during school trips and residential visits without the appropriate documentation. A ***'Request for administration of medicines'*** form must be completed by parents or carers. The form is valid for up to a year from the date it is signed, or by the specified end date if appropriate. This should be checked at every

administration of the medication. It is the parents' responsibility to update school staff about changes to their child's medication and provide a new form if the dose, frequency or time of administration changes. We cannot accept changes verbally over the phone. Old 'Request for administration of medicines' forms must be kept in the student's main file.

When a quantity of medication comes into school staff must complete a **'record of medicine received'** form. This must include the batch or Lot number of the medicine with the expiry date and the amount we are accepting. The information must match the original 'Request for administration of medicines' form and should be checked by 2 members of staff on original receipt of the medicine and at every administration of the medicine in school. If it is a new medicine we should obtain parents signature if possible on the 'record of medicine received' form, but it does not prevent it being given if the parent's signature is not present.

Every time medication or a medical intervention is given in school it must be recorded on the **'Record of medication/ medical intervention administered to an individual'** form. A witness is required for all administration of medication in school, but not for prescribed medical therapies i.e. oral suction. They must check both the 'Request for administration of medicines' form and the 'record of medicine received' form and they must witness the administration of the medication before signing the form. When the container of medicine had been finished, is out of date or the medicine is no longer required the 'Record of medication/ medical intervention administered to an individual' should be stapled to the 'record of medicine received' form, including any amount that has been returned to parents and the forms put in their main file.

Anytime a student has a seizure in school it must be recorded on a **'Record of seizures'** forms by someone who witnessed the seizure take place. If emergency rescue medication is administered staff must complete the **'Epilepsy rescue medication administration report'** form and a copy should be given to the paramedics in attendance. Copies of these forms can be given to parents for attending clinics. Completed forms should be put in their main file.

Gastrostomy or naso-gastric feeding will be recorded on the **'Weekly gastrostomy feeding record'** or **'Weekly naso-gastric feeding record'** as appropriate. Completed forms should be put in their main file.

Medication and medical intervention records will be randomly audited by the medical and care coordinator with senior staff.

Acting in a medical emergency

All staff are trained in the school's general emergency procedures including 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 the school.
- What information to record following the incident

Staff at this school are trained to understand their duty of care to students in the event of an emergency. In an emergency situation school staff have a duty of care to act like any reasonably prudent parent. This may include administering medication. If a pupil needs to be taken to hospital, a member of staff will always accompany them with their blue file 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 students to hospital in their own car. This school has clear guidance from the local authority on when (and if) this is appropriate, but it will normally only be if there is delay in emergency medical care arriving.

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.

Off-site educational visits and residential trips

This policy applies to all off site activities, and a copy should be available during residential visits. When taking students with medical conditions off site additional planning will be required. Initially the **'Residential Trip Information Sheet'** will be sent home for parents to complete. School staff will check this against the school records and clarify any discrepancies with parents. If medication is required on a residential or day trip which is normally only given outside of school hours then the full procedure stated in 'Documentation and record keeping' will be followed. For residential visits a **'Residential Trip: Daily Medication and Intervention Plan'** must be completed every day and kept in a yellow folder for reference.

Medication must be taken in its original packaging to ensure the correct checks can be made and that all information is available in case of an emergency. It should be in a sealed container labeled with the student's name and a photograph. Where it is safe and appropriate to do so medicines can be carried by students in their own bags provided they are kept in their sealed container. Where medication cannot be carried in a student's bag a designated member of staff must have them in a bag. If a sharps container is needed while off-site then a designated member of staff will carry it in a padded bag. Medical tape can be used to secure the top to avoid any spillages. All waste from medical procedures should be sealed in a carrier bag and returned to school for disposal in the appropriate bin, unless there are suitable receptacles at the venue.

Any concerns regarding medication while on an educational visit or residential trip should in the first instance be referred to the senior leadership team, unless it is a medical emergency. The senior leadership team will contact parents.

If something goes wrong

Providing all the procedures in this document have been followed the risk of mistakes being made is extremely low. Failure to follow these procedures will result in disciplinary action, even if no errors in administration of medication have occurred. Should an error occur despite all the procedures being followed staff must not inform parents themselves of any mistakes, but contact a member of senior leadership immediately.

Equal opportunities

This school is committed to providing a physical environment that is accessible to students with medical conditions including out-of-school visits. The school recognises that this sometimes means changing activities or locations.

Students with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school. We will ensure they have full access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits.

Legislation and guidance relating to this policy

Local authorities, schools and governing bodies are responsible for the health and safety of students in their care.

Areas of legislation that directly affect a medical conditions policy are described in more detail in 'Supporting pupils at school with medical conditions' (December 2015). The main pieces of legislation are the Equality Act 2010, Part 3 of the Children and Families Act 2014 and the Special Educational Needs and Disability Regulations 2014. 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.

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

- Healthy Schools Programme – a managing medical conditions at school policy can provide evidence to help schools achieve their healthy school accreditation
- Every Child Matters: Change for Children (2004). Although no longer statutory it is still good practice to 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 Students 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 Students Requiring Special Arrangements (2004) – provides guidance on the safety for students when traveling on local authority provided transport.

Appendix

Individuals responsibilities regarding managing medical conditions in school

This school, as an employer and service provider 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 students). 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 students with medical conditions
- make sure the managing medical conditions in school policy is effectively monitored and evaluated and regularly updated
- report to parents, students, school staff and the local authority about the successes and areas for improvement of this school's managing medical conditions in school policy
- provide indemnity for staff who volunteer to administer medication to students with medical conditions provided that procedures stated in the policy have been followed

Head teacher

This school's head teacher has a responsibility to:

- ensure the school is inclusive and welcoming and that the managing medical conditions in school policy is in line with local and national guidance and policy frameworks
- liaise between interested parties including students, 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 the 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 the school is accurate and up to date and that there are good information sharing systems in place using students' blue files and SIMS
- 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 managing medical conditions in school policy
- delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register
- monitor and review the policy at least once a year, with input from students, parents, staff and external stakeholders
- update the policy at least once a year according to review recommendations and recent local and national guidance and legislation
- report back to all key stakeholders about implementation of the medical conditions policy.

All school staff

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 managing medical conditions in school policy
- be familiar with the content of the pupil's blue file.
- allow all students 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 students who carry their medication with them have it when they go on a school visit or out of the classroom
- be aware of students 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 students (students should not be forced to take part in any activity if they feel unwell)
- ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure students have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teaching staff

Teachers at this school have a responsibility to:

- know which students in their care have a medical condition and keep their blue files up to date, including writing medical risk assessments for their students.
- ensure students 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 students 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.

School nurse

The school nurse supporting this school 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 aider

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.

Medical and care coordinator (in conjunction with the SENCo)

Medical and care coordinators at this school has the responsibility to:

- help update the school's managing medical conditions in school policy
- know which students have a medical condition and which have special educational needs because of their condition
- ensure teachers are aware of students who have been unwell
- ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements.

Pastoral support/welfare officers

The pastoral support/welfare officer at this school has the responsibility to:

- help update the school's managing medical conditions in school policy
- know which students have a medical condition and which have special educational needs because of their condition
- ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in.

Local doctors and specialist healthcare professionals

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

- complete the pupil's Healthcare Plans and medical protocols 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 managing medical conditions in school policy.

Emergency care services

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 managing medical conditions in school policy.

Students

The students at this school have a responsibility to:

- treat other students 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/Carers

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 complete and up-to-date Healthcare information 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 have a prescription label with their child's full 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 where applicable to help their child manage their condition.

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- ensure the school is inclusive and welcoming and that the managing medical conditions in school policy is in line with local and national guidance and policy frameworks
- liaise between interested parties including students, 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 the 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 the school is accurate and up to date and that there are good information sharing systems in place using students' blue files and SIMS
- 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 managing medical conditions in school policy
- delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register
- monitor and review the policy at least once a year, with input from students, parents, staff and external stakeholders

- update the policy at least once a year according to review recommendations and recent local and national guidance and legislation
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- understand the school's managing medical conditions in school policy
- be familiar with the content of the pupil's blue file.
- allow all students 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 students who carry their medication with them have it when they go on a school visit or out of the classroom
- be aware of students 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 students (students should not be forced to take part in any activity if they feel unwell)
- ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure students have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teaching staff

Teachers at this school have a responsibility to:

- know which students in their care have a medical condition and keep their blue files up to date, including writing medical risk assessments for their students.
- ensure students 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 students 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.

School nurse

The school nurse supporting this school 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 aider

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.

Medical and care coordinator (in conjunction with the SENCo)

Medical and care coordinators at this school has the responsibility to:

- help update the school's managing medical conditions in school policy
- know which students have a medical condition and which have special educational needs because of their condition
- ensure teachers are aware of students who have been unwell
- ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements.

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- help update the school's managing medical conditions in school policy
- know which students have a medical condition and which have special educational needs because of their condition
- ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in.

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

- complete the pupil's Healthcare Plans and medical protocols 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 managing medical conditions in school policy.

Emergency care services

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 managing medical conditions in school policy.

Students

The students at this school have a responsibility to:

- treat other students 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/Carers

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 complete and up-to-date Healthcare information 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 have a prescription label with their child’s full 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 where applicable to help their child manage their condition.

To be reviewed: September 2018

Appendix

Individuals responsibilities regarding managing medical conditions in school

This school, as an employer and service provider 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 students). 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 students with medical conditions
- make sure the managing medical conditions in school policy is effectively monitored and evaluated and regularly updated
- report to parents, students, school staff and the local authority about the successes and areas for improvement of this school's managing medical conditions in school policy
- provide indemnity for staff who volunteer to administer medication to students with medical conditions provided that procedures stated in the policy have been followed

Head teacher

This school's head teacher has a responsibility to:

- ensure the school is inclusive and welcoming and that the managing medical conditions in school policy is in line with local and national guidance and policy frameworks
- liaise between interested parties including students, 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 the 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 the school is accurate and up to date and that there are good information sharing systems in place using students' blue files and SIMS
- 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 managing medical conditions in school policy
- delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register
- monitor and review the policy at least once a year, with input from students, parents, staff and external stakeholders

- update the policy at least once a year according to review recommendations and recent local and national guidance and legislation
- report back to all key stakeholders about implementation of the medical conditions policy.

All school staff

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 managing medical conditions in school policy
- be familiar with the content of the pupil's blue file.
- allow all students 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 students who carry their medication with them have it when they go on a school visit or out of the classroom
- be aware of students 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 students (students should not be forced to take part in any activity if they feel unwell)
- ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure students have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teaching staff

Teachers at this school have a responsibility to:

- know which students in their care have a medical condition and keep their blue files up to date, including writing medical risk assessments for their students.
- ensure students 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 students 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.

School nurse

The school nurse supporting this school 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 aider

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.

Medical and care coordinator (in conjunction with the SENCo)

Medical and care coordinators at this school has the responsibility to:

- help update the school's managing medical conditions in school policy
- know which students have a medical condition and which have special educational needs because of their condition
- ensure teachers are aware of students who have been unwell
- ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements.

Pastoral support/welfare officers

The pastoral support/welfare officer at this school has the responsibility to:

- help update the school's managing medical conditions in school policy
- know which students have a medical condition and which have special educational needs because of their condition
- ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in.

Local doctors and specialist healthcare professionals

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

- complete the pupil's Healthcare Plans and medical protocols 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 managing medical conditions in school policy.

Emergency care services

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 managing medical conditions in school policy.

Students

The students at this school have a responsibility to:

- treat other students 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/Carers

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 complete and up-to-date Healthcare information 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 have a prescription label with their child’s full 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 where applicable to help their child manage their condition.

Appendix Further advice and resources

The Anaphylaxis Campaign
 PO Box 275
 Farnborough
 Hampshire GU14 6SX
 Phone 01252 546100
 Fax 01252 377140
info@anaphylaxis.org.uk
www.anaphylaxis.org.uk

Asthma UK
 Summit House
 70 Wilson Street
 London EC2A 2DB
 Phone 020 7786 4900
 Fax 020 7256 6075
info@asthma.org.uk
www.asthma.org.uk

Diabetes UK
 Macleod House
 10 Parkway
 London NW1 7AA
 Phone 020 7424 1000
 Fax 020 7424 1001
info@diabetes.org.uk
www.diabetes.org.uk

Epilepsy Action
 New Anstey House
 Gate Way Drive
 Yeadon
 Leeds LS19 7XY
 Phone 0113 210 8800
 Fax 0113 391 0300
epilepsy@epilepsy.org.uk
www.epilepsy.org.uk

Long-Term
 Conditions Alliance
 202 Hatton Square
 16 Baldwins Gardens
 London EC1N 7RJ
 Phone 020 7813 3637
 Fax 020 7813 3640
info@ltca.org.uk
www.ltca.org.uk

Department for Children,
 Schools and Families
 Sanctuary Buildings
 Great Smith Street
 London SW1P 3BT
 Phone 0870 000 2288
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 Fax 01928 794248
info@dcsf.gsi.gov.uk
www.dcsf.gov.uk

Council for Disabled Children
 National Children's Bureau
 8 Wakley Street
 London EC1V 7QE
 Phone 020 7843 1900
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