

# SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS

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## INTRODUCTION (INCLUDING DEFINITION)

St Nicholas School is an inclusive community that aims to make school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.

This Policy is written in consideration with the requirements of:

- Children and Families Act 2014 Part 5 Pupils with medical conditions. Section 100
- Supporting Pupils at School with Medical Conditions: Statutory Guidance for Governing Bodies of Maintained Schools and Proprietors of Academies in England, Department of Education, 2015
- 0-25 SEND Code of Practice, Department of Education 2014
- Mental Health and Behaviour in Schools: Departmental Advice For School Staff
- Equalities Act 2010
- Schools Admission Code, Department of Education, 1 Feb 2010
- The Department of Education guidance on managing medicines in schools and early years settings 2004

This school aims to provide all children with all medical conditions the same opportunities as others at school. We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well-being

The purpose of this document is to provide advice to St Nicholas School staff and parents<sup>1</sup> on managing medication in school and to put in place effective systems to support individual pupils.

Pupils' medical needs may be broadly summarised as being two types:

1. **Short-term** - affecting their participation at school because they are on a course of medication.
2. **Long-term** - potentially limiting access to education and requiring on-going support, medicines or care while at school to help them to manage their condition and keep them well, including monitoring and intervention in emergency circumstances.

It is important to the school that parents feel confident that the school will provide effective support for their child's medical condition and that the pupils feel safe.

Some pupils with medical conditions may be considered disabled. Where this is the case the governing body at this school comply with their duties under the Equality Act 2010. Some pupils may also have special educational needs (SEN). Where this is the case this policy should be read in conjunction with the 0-25 SEND Code of Practice and the school's SEN policy and the pupils Educational Healthcare Plan (EHCP).

Pupils with medical conditions are encouraged to take control of their condition. This occurs where pupils feel confident in the support they receive from the school to help them do this. This school aims to include all pupils with medical conditions in all school activities.

The school ensures all staff understand their duty of care to children and young people in the event of an emergency and all staff feel confident in knowing what to do in an emergency.

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<sup>1</sup> The term 'parent(s)' in this document refers to any person or body with legal responsibility for the child such as a parent, foster parent, carer, guardian or local authority.

This school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact this can have on pupils.

This policy is understood and supported by the whole school and where possible the school seek support from the local health community.

**This policy has been drawn up in consultation with a wide range of local key stakeholders within both the school and health settings.**

These key stakeholders include:

- pupils with medical conditions
- parents
- head teacher
- special educational needs teachers
- family support worker/staff wellbeing coordinator
- members of staff trained in first aid
- all other school staff
- school governors
- social services
- school nurse and other local healthcare professionals.

Where possible the views of pupils with various medical conditions are actively sought and considered central to the consultation process.

All key stakeholders were consulted to comment on a draft policy before publication.

This school recognises the importance of providing feedback to those involved in the development process and is committed to acknowledging input and providing follow-up to suggestions put forward.

**This policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation.**

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

- through the school council
- in the school newsletter at several intervals in the school year
- through school-wide communication about results of the monitoring and evaluation of the policy.
- by including the policy statement in the school's prospectus and signposting access to the policy
- at the start of the school year when communication is sent out about Healthcare Plans
- when their child is enrolled as a new pupil
- via the school's website, where it is available all year round

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

- through copies handed out at the first staff meeting of the school year and before Healthcare Plans are distributed to parents
- at scheduled medical training
- through the key principles of the policy being displayed in several prominent staff areas 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.

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

- by email accompanied with a printed copy of the policy at the start of the school year
- via the school Community Paediatrician, Children's Community Nurse team and the Integrated Therapy and Care Coordination Services
- through communication about the monitoring and evaluation of the policy.

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

- by letter accompanied with a printed copy of the policy summary at the start of the school year
- through communication about results of the monitoring and evaluation of the policy.

## **ROLES AND RESPONSIBILITIES**

The following roles and responsibilities are used for the supporting pupils at school with medical conditions policy at this school. These roles are understood and communicated regularly by reading, signing and adhering to the policy.

### **Employer (Local Authority)**

This school's 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.
- Provide indemnity for staff who volunteer to administer medication to pupils with medical conditions.

### **Head teacher**

This school's head teacher has a responsibility to:

- ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- liaise between interested parties including pupils, school staff, wellbeing coordinators, teaching assistants, school nurse, parents, governors, the children community health services, 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 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
- monitor and review the policy at least once a year, with input from pupils, 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
- Ensure any complaints are addressed in accordance with the schools Complaints 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 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
- maintain effective communication with parents including informing them if their child has been unwell at school
- ensure pupils' emergency medication is available to them at all times, including when they go on a school visit or out of the classroom
- be aware of pupils with medical conditions who may be experiencing bullying or need extra social support
- understand the common medical conditions and the impact it can have on pupils (pupils should not be forced to take part in any activity if they feel unwell)
- ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed

## **Teaching staff**

Teachers at this school have a responsibility to:

- ensure pupils who have been unwell catch up on missed school work
- be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it
- liaise with parents, the pupil's healthcare professionals, special needs teachers 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 at 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
- assist in the completion of a pupils' Healthcare Plan
- provide information about where the school can access other specialist training
- provide training and assess competency of school staff administering pupils' medication
- actively be involved in establishing robust clinical procedures and practices

## **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 the school nurse is called for help

## **Special educational needs teachers**

Special educational needs teachers at this school have the responsibility to:

- help update the school's medical condition policy
- know which pupils have a medical condition and which have special educational needs because of their condition
- ensure pupils who have been unwell catch up on missed schoolwork
- ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or course work.

### **Wellbeing team coordinator**

The wellbeing coordinator at this school have the responsibility to:

- help update the school's medical conditions policy
- recognise the emotional impact and wellbeing on the pupil and family and sign post to appropriate services for support.
- recognise the emotional impact and wellbeing on staff and sign post to appropriate services for support.

### **Local doctors and specialist healthcare professionals**

Consultant paediatrician clinic appointments for pupils at St Nicholas School are held regularly at school.

The Children's Community Nursing team provide specialist training for staff and regularly liaise with the school nurse in order to meet the pupils' medical needs and support staff training when necessary.

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

- assist in compiling the pupil's Healthcare Plans provided by parents
- where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours
- 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)

### **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. They request relevant healthcare information from the school before proceeding with emergency interventions.

### **Pupils**

The pupils at this school, if they have the mental capacity and are mature and old enough, have a responsibility to:

- treat other pupils with and without a medical condition equally
- tell their parents, teacher or nearest staff member when they are not feeling well
- let a member of staff know if another pupil is feeling unwell
- let any pupil take their medication when they need it, and ensure a member of staff is called
- know how to request access to their medication in an emergency
- 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**

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, what they take, when, and how much
- inform the school of any changes to their child's condition
- ensure their child's medication and medical devices are labelled with their child's full name
- ensure that their child's medication is within expiry date

- 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 with monitoring from a St Nicholas School trained staff member

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

## **POLICY REVIEW AND UPDATE**

The Children and Families Act 2014 places a duty on the governing body of St Nicholas School to make arrangements for supporting pupils with medical conditions. This policy is based on the guidance 'Supporting pupils at school with medical conditions' 2015, 'Ensuring a good education for children who cannot attend school because of health needs' January 2013 and KCC policy on supporting children and young people with medical conditions including mental health needs' September 2014.

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

New and current legislation and guidance is actively sought and fed into the review.

In evaluating the policy, this school seeks feedback on the effectiveness and acceptability of the medical conditions policy with a wide-range of key stakeholders within the school and health settings.

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

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

## **EMERGENCY PROCEDURES**

All staff at this school are aware of the most common serious medical conditions at this school.

Staff at this 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 who work with groups of pupils at this school receive training and know what to do in an emergency for the pupils in their care with medical conditions.

Training is undertaken at the start of each academic year during the staff development day, during induction for new staff and following a change to the pupils' medical condition.

Action for staff to take in an emergency for the common serious conditions at this school is displayed in prominent locations for all staff. This includes specific details about choking in eating areas, CPR and PEG emergency procedures in each class. In addition to this each class has a booklet detailing the common medical interventions that staff address regularly on a daily basis.

This school uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.

This school has procedures in place so that a copy of the pupil's Healthcare Plan is taken to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.

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

- how to contact emergency services and what information to give (see Appendix Form 7)
- who to contact within the school.

Action to take in a general medical emergency is displayed in prominent locations for staff. These include classrooms, the staff room, food preparation areas and sporting facilities.

If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The school tries to ensure that the staff member will be one the pupil knows.

Staff should not take pupils to hospital in their own car. However, school vehicles and named drivers can be used.

All staff involved in a medical emergency will be offered the opportunity to be de-briefed and supported by a colleague.

### **The school has clear guidance on the administration of medication at school**

#### **ADMINISTRATION OF MEDICATION**

Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local Authority's liability policy will extend to cover activities of staff carried out in the ordinary course of business of the council. This will include the medical/healthcare procedures which form part of the duties of teaching and other staff with a caring and support role to play. Further guidance is contained in the KCC document 'Insurance Provision for Medical Treatment/Procedures' where a list of medical procedures covered is also detailed, found online at:

[http://www.kelsi.org.uk/\\_data/assets/pdf\\_file/0003/48180/Guidance-for-Schools-Health-Care-Sept-2015.pdf](http://www.kelsi.org.uk/_data/assets/pdf_file/0003/48180/Guidance-for-Schools-Health-Care-Sept-2015.pdf)

In some circumstances medication is only administered by an adult of the same gender as the pupil, always witnessed by a second adult.

Parents at this school understand that if their child's medication changes, is out of date or is discontinued, or the dose or administration method changes, that they should notify the school immediately.

If a pupil at this school refuses their medication, staff record this and parents are informed as soon as possible.

#### **Emergency Medication**

All pupils at this school with medical conditions have **easy access to their emergency medication**.

Pupils can administer their own emergency medication, if considered to be in the best interest of the pupil and their parents and health specialists have determined they are able to start taking responsibility for their condition.

Pupils' emergency medication is near to them at all times. If the pupil is participating in an out of class activity or residential trip, the emergency medication is the responsibility of a named

member of staff until returned to school.

Pupils who do not carry and administer their own emergency medication either they or their parents understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their medication safely.

### **Controlled Drugs**

There are occasions when a child who attends our school needs to be administered a controlled drug during school hours.

On receipt of a controlled drug from a parent/guardian the member of staff will check the medicine is correct and record the receipt of the medicine and quantity received in the controlled drugs register. This check and entry should be witnessed and countersigned by a second member of staff.

The controlled drug will then be immediately stored and double locked in a wall mounted controlled drugs cabinet which is used solely for storing controlled drugs.

The administration of a controlled drug, as all other medication, must be witnessed by a second member of staff. The administration must be recorded immediately in both the CD register and the medicines administration record. The entry must be countersigned by the staff member who has witnessed the administration. Balances should be checked at each administration, the balance check should also be supervised. If there are any discrepancies they must be brought to the attention of the school nurse and be investigated immediately.

Unused controlled medication must be sent home via an adult and a record kept. These records must allow full reconciliation of supplied received, administered and returned home. Records must be kept in a recognised controlled book as well as the school's normal recording methods (MARs).

### **Prescribed Medication**

This school understands the importance of medication being taken as prescribed.

All staff are aware that there is no legal or contractual duty for any member of staff or first aider at work to administer medication or supervise a pupil taking medication unless they have been specifically trained and assessed by a healthcare professional as competent to administer it.

Many members of staff are happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to pupils, but only with the written consent of the pupil's parent.

### **Antibiotics**

If antibiotics are prescribed by a doctor, pupils will be expected to remain at home for at least the first day of treatment before returning to school. Pupils will not be accepted into school until they have completed one full day's prescribed dosage unless it is regular antibiotics that the pupil takes.

Parents/carers must complete the Consent form and confirm that the child is not known to be allergic to the antibiotic. The antibiotic should be brought into school in the morning and sent home after school each day.

All antibiotics must be clearly labelled with the pupil's name, the name of the medication, the dose and the date of dispensing.

## **Paracetamol**

The school needs to provide a high standard of care and ensure that the health needs of pupils within the school are met. This includes the administration of paracetamol for the relief of pain and discomfort if clinically indicated and in keeping with the NICE guidelines of management of temperature.

Parents/carers must clearly label the container with the child's name, dose and time of administration and complete a consent form. Over the counter medication should be treated the same as other medication.

**School staff will never give aspirin or ibuprofen unless prescribed by a doctor.**

## **Medication Administration During Transport**

If a pupil at this school needs supervision or access to medication during home to school contracted transport, organised by the local authority and provided by St Nicholas School, then properly trained escorts are provided. All drivers and escorts have the same training as school staff, know what to do in a medical emergency and are aware of any pupils in their care who have specific needs. If they are expected to supervise or administer emergency medication they are properly trained and have access to the relevant Healthcare Plans. They are also authorised to transport the medication of the pupil in their care between home and school and vice versa.

St Nicholas School does not have responsibility for the supervision and access to medication during home to school transport organised by the local authority and provided by an external party to the school. This is the responsibility of the KCC Transport Office.

**This school has clear guidance on the storage of medication at school.**

## **SAFE STORAGE OF MEDICATION**

Medication is readily available to pupils who require it at all times during the school day or at off-site activities. If at school the keys are readily available and not held personally by members of staff. If off-site or on a residential trip emergency medication is the responsibility of a named member of staff. (see the schools 'Guideline for Residential Trips' document).

All medication is kept in a cool dry and secure place, in a lockable cupboard. Pupils with medical conditions or staff responsible for pupils with medical conditions know where their medication is stored and how to access it.

Prescription medicines should only be taken during the school day when essential.

Parents are encouraged to look at dose frequencies and timing so that if possible medicines can be taken out of school hours.

Staff ensure that medication is only accessible to those for whom it is prescribed.

There is an identified member of staff who ensures the correct storage of medication at school.

The identified member of staff, along with the parents of pupils with medical conditions, ensures that all medication brought in to school is clearly labelled with the pupil's name, the name and dose of the medication and the frequency of dose. This includes all medication that pupils carry themselves.

All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.

Controlled drugs are stored and double locked in a wall mounted controlled drugs cabinet which is used solely for storing controlled drugs.

Medication is stored in accordance with instructions, paying particular note to temperature.

Some medication for pupils at this school may need to be refrigerated.

All refrigerated medication is stored in an airtight container, is clearly labelled and is kept in designated fridges within the school (Knox class for Secondary and Rainbowfish class for primary). Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised pupils or lockable as appropriate. Fridge temperature should be between 2-8 degrees Celsius and are recorded daily when staff are on site.

All medication is sent home with a responsible adult/escort to hand over to parents/carer at the end of each term. Medication is not stored in school holidays.

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

### **SAFE DISPOSAL OF MEDICATION**

Out of date medication is to be handed to a responsible adult/escort to be returned to parents/carers to safely dispose of.

If parents do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.

Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.

If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy or to school or the pupil's parent.

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

This school has clear guidance about record keeping.

### **RECORD KEEPING**

#### **Transcribing of Medicines**

Transcribing describes the process by which medicines are copied from one form of "direction to administer" to another. Source information can include discharge letters, transfer letters, GP summary and dispensing labels. On receipt of the medicines the information is transcribed onto a medicines administration chart by the senior office administrator and the school nurse reviewed the transcribed medications administration forms (MAR) (see Appendix form 5). This process is repeated for each new supply of medicine and when a MAR form is full. As the school is only responsible for administering those medicines required during school hours it is very likely that the medicines recorded on the MAR will be an incomplete record of the medicines that the child takes. In contrast to a drug administration chart in hospital, the MAR in the school is solely used for the purpose of recording doses administered in school and not used to request medicines supply or as a full record of all the medicines that an individual child takes.

An audit of the MARs will be completed by the school nurse each term.

## **Medication Administration Record Forms (MAR)**

This school keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Any allergic reactions or adverse reactions observed are recorded. 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.

### **Procedure to Follow for Administering and Recording Medication/Feeds (on a regular or as required basis):**

1. The administering staff member and witness will check the medication label/instructions and verify that the paperwork has been completed accurately thus far.
2. The administering staff member will complete the initial part of the MAR form – Date/Dose/Route, in the presence of the witness.
3. The medication/feed will be drawn up and confirmed by a visual check by both staff members that it has been drawn up correctly.
4. Medication/feed will be administered (or started).
5. Both staff members will **immediately** sign the form to say administration has been given/attempted.
6. Any reactions (allergic or adverse) to the medication will be recorded.
7. Any issues with the administration – pupil refusal, spillage etc. - will be recorded.
8. Any issues that arose will be communicated to the class teacher immediately and to the parents (and/or SLT, if necessary) at the first opportunity.

### **Consent to Administer Medicines**

All parents of pupils with a medical condition who may require medication in an emergency are asked to provide consent on the enrolment forms for staff to administer medication.

All medicines that are received into school should be accompanied by a completed parental agreement to administer medication form (see Appendix form 2). This form lists the medication to be given during school hours, it is signed by the parent/guardian and details the specific of the medicine and the dose.

The medication should be provided in an original container with the pharmacist's original label and the following, clearly shown:

- Pupil's name
- Name and strength of medication
- Dose
- Any additional requirements e.g. in relation to food, frequency of administration
- Dispensing date
- Expiry date whenever possible; medication should show bottle expiry date. Once opened, the date should be written on the bottle and the discard after date written as per pharmacy guidelines

Separate forms are sent to parents for pupils taking short courses of antibiotics (see Appendix form 3) or over the counter medication (see Appendix form 4).

For ease of access and in order to ensure that all medication is administered in a timely manner, all consent forms for the administration of medication are available to download from the school's website.

## **HEALTHCARE PLANS**

### **Drawing up Healthcare Plans**

Parents at this school are asked if their child has any health conditions or health issues on the enrolment form, which is filled out at the start of each school year. Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms

(see Appendix form 6)

This school uses a Healthcare Plan (see Appendix form 1) to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required.

A Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of pupils with a long-term medical condition. This is sent:

- at the start of the school year
- at enrolment
- when a diagnosis is first communicated to the school.

The parents, healthcare professional and pupil with a medical condition, are asked to fill out the pupil's Healthcare Plan together. Parents then return these completed forms to the school. This school ensures that a relevant member of school staff is also present, if required, to help draw up a Healthcare Plan for pupils with complex healthcare or educational needs.

### **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. This school uses this information to help reduce the impact of identified triggers.
- ensure this 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.

### **School Healthcare Plan Register**

Healthcare Plans are used to create a centralised register of pupils with medical needs. Lorna Sullivan, Assistant Head teacher, has responsibility for the register at this school.

The responsible member of staff or the school nurse follows up with the parents any further details on a pupil's Healthcare Plan required or if permission for administration of medication is unclear or incomplete. Where appropriate they will consult with other health care professionals.

### **Ongoing Communication and Review of Healthcare Plans**

Parents at this 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. The family support team at the school is available to assist if needed.

Staff at this school 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.

Every pupil with a Healthcare Plan at this school has their plan discussed and reviewed at least once a year in conjunction with their Education Health Care Plan (EHCP) annual meeting.

### **Storage and Access to Healthcare Plans**

Parents and pupils at this school are provided with a copy of the pupil's current agreed Healthcare Plan.

Healthcare Plans are kept in a secure central location at school.

A further copy is kept centrally as an 'e' copy on the master admin computer.

All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care.

When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the Healthcare Plans of pupils in their care.

This school ensures that all staff protect pupils' confidentiality.

This school seeks permission from parents to allow the Healthcare Plan to be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day.

This 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.

### **Return to School Following a Long Term Health Related Absence**

This school requires a return to school transition meeting or phone call with a member of the senior leadership team, the school nurse and parent/carer to discuss any changes needed to the pupils Health Care Plan. Any subsequent staff training required is undertaken ahead of the pupils return to school.

## **STAFF TRAINING, RISK ASSESSMENT AND INCIDENT REPORTING**

### **Staff Training**

Training is undertaken at the start of the academic year during the staff development days or following a change to the pupils' medical condition. This training includes detailed information on specific medical conditions, on how to avoid and reduce exposure to common triggers for common medical conditions, administration of medication, individual health care plans and emergency procedures.

This school is aware of the common triggers that can make medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks.

This school is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits. Where appropriate this is added to the individual Healthcare Plan.

This school follows guidance on 'Infection Control in Schools and other Childcare Settings' produced by Public Health England.

### **Risk Assessments**

Risk assessments are carried out before pupils start any work experience or off-site educational placement. It is this school's responsibility to ensure that the placement is suitable, including travel to and from the venue for the pupil. Permission is sought from the pupil and their parents before any medical information is shared with an employer or other education provider.

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.

### **Incident Reporting**

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 VISITS/SCHOOL TRIPS/SPORTING EVENTS**

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

If a trained member of staff, who is usually responsible for administering medication, is not available, this school makes alternative arrangements to provide the service.

If a pupil misuses medication, either their own or another pupil's, their parents are informed as soon as possible. A serious incident review will be instigated.

Risk assessments are carried out by this school prior to any out-of-school visit and medical conditions are considered during this process. Factors this school considers include: how all pupils will be able to access the activities proposed, how medication will be stored and administered, and where help can be obtained in an emergency.

### **RESIDENTIAL VISITS**

Parents are sent a medication form for each medication the pupil requires over a 24 hour period and an emergency contact form. This is to be completed and returned to school shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours.

The residential lead will then complete an individual schedule of medications and interventions to be used for the duration of the trip. The schedule is then checked by the school nurse.

A residential lead takes on a 'key worker' role, where necessary, to allocate administration of medication and carry out health care needs whilst off site on day trips and residential trips.

All medications are stored in a locked location when not required. The system used is to be managed by the residential lead.

All residential visit forms are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. These are accompanied by a copy of the pupil's Healthcare Plan.

All parents of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.

The residential visit pack also details what medication and what dose the pupil is currently taking at different times of the day. It provides up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away.

This school understands that there may be additional medication, equipment or other factors to consider when planning residential visits in addition to those detailed in the normal school based Healthcare Plan.

**This school ensures 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.**

## **SCHOOL ENVIRONMENT**

### **Physical Environment**

This school is committed to providing a physical environment that is accessible to pupils with medical conditions.

Where pupils with medical conditions can they are included in the consultation process to ensure the physical environment at this school is accessible.

This school's commitment to an accessible physical environment includes out-of-school visits. The school recognises that this sometimes means changing activities or locations.

### **Social Interactions**

This school ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.

This school ensures the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits.

All staff at this school are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.

### **Exercise and Physical Activity**

This school understands the importance of all pupils taking part in sports, games and activities.

This school ensures all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.

This school ensures all classroom teachers, PE teachers and sports coaches understand that pupils should not be forced to take part in an activity if they feel unwell.

Teachers and sports coaches are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities. Specific details will be documented in the pupils Healthcare Plan.

St Nicholas School ensures all PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimize these triggers.

St Nicholas School ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.

St Nicholas School ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

### **Education and Learning**

This school ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that via an individual education plan the appropriate adjustments and extra support are provided.

If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at this school understand that this may be due to their medical condition.

Pupils at this school learn about what to do in the event of a medical emergency in Key Stage 4 and 5.

This policy should be read in conjunction with the following school policies:

SEN Policy/SEN Information Report  
Safeguarding  
Off-site visits  
Guidelines for Residential Visits  
Health and Safety  
Moving and Handling  
Complaints  
Emergency Procedures  
Disciplinary Procedures

### **MONITORING**

The policy will be reviewed annually.

### **EQUALITY, SAFEGUARDING AND EQUAL OPPORTUNITIES STATEMENT**

St Nicholas School, in all policies and procedures, will promote equality of opportunity for students and staff from all social, cultural and economic backgrounds and ensure freedom from discrimination on the basis of membership of any group, including gender, sexual orientation, family circumstances, ethnic or national origin, disability (physical or mental), religious or political beliefs.

St Nicholas School aims to:

- Provide equal opportunity for all
- To foster good relations, and create effective partnership with all sections of the community
- To take no action which discriminates unlawfully in service delivery, commissioning and employment
- To provide an environment free from fear and discrimination, where diversity, respect and dignity are valued.

All aspects of Safeguarding will be embedded into the life of the school and be adhered to and be the responsibility of all staff.

### **LINKS TO OTHER POLICIES**

SEN Policy/SEN Information Report  
Safeguarding  
Off-site visits  
Guidelines for Residential Visits  
Health and Safety  
Moving and Handling  
Complaints  
Emergency Procedures  
Disciplinary Procedures

LORNA SULLIVAN  
REVISED TERM 6 2022  
NEXT REVIEW DATE TERM 6 2023  
RATIFIED BY CHAIRPERSON'S ACTION ON 18 JULY 2022

**APPENDIX:**

Form 1 Healthcare Plan

Form 2 Parental Agreement for Administering Medicine (consent form)

Form 3 Pupil Short Term Medication Consent Form

Form 4 Paracetamol administration consent form

Form 5 Medication Administration Record

Form 6 Enrolment Form

Form 7 Contacting Emergency Services