

Supporting Pupils At School With Medical Conditions Policy

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 – section 100
- Supporting Pupils at School with Medical Conditions: Statutory Guidance for Governing Bodies of Maintained Schools and Proprietors of Academies in England, DfE Sep 2014
- 0-25 SEND Code of Practice, DfE 2014
- Mental Health and Behaviour in Schools: Departmental Advice For School Staff
- Equalities Act 2010
- Schools Admission Code, DfE 1 Feb 2010

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

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

Short-term affecting their participation at school because they are on a course of medication.

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.

Parents* of pupils with medical conditions feel secure in the care their children receive at this school. The term 'parent(s)' in this document implies to any person or body with legal responsibility for the child such as a parent, foster parent, carer, guardian or local authority.

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

All staff feel confident in knowing what to do in an emergency.

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

All staff understand the common medical conditions that affect children at 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
- when available the school will also seek consultation with a 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.

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

All staff 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 the academic year on the staff development day or following a change to the pupil's 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 understand and are trained in the school's general emergency procedures

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

- how to contact emergency services and what information to give
- who to contact within the school.

Training is refreshed for all staff at least once a year or following a change to the pupil's medical condition.

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.

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

Administration of 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. Pupil's emergency medication is near to them at all times if in class and is kept in a locked cupboard. If the pupil is participating in an out of class activity or residential trip it is the responsibility of a named member of staff until returned to the locked cupboard.

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

Pupils who do not carry and administer their own emergency medication 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.

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

All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of a named member of staff at this school.

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 under the age of 16, but only with the written consent of the pupil's parent. The school admission forms include permission for the administration of non-prescription medicines.

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

50. 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

All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as administering medication.

In some circumstances medication is only administered by an adult of the same gender as the pupil, and preferably 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 follow procedures. Parents are informed as soon as possible.

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.

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.

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)

Pupils, whose healthcare professionals and parents advise the school that their child is not yet able or old enough to self manage their own emergency medication, know exactly where to access their emergency medication.

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.

At the end of each term the identified member of staff checks the expiry dates for all medication stored at school and informs parents / carers immediately if medication is out of date.

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.

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

Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised pupils or lockable as appropriate.

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.

A named member of staff is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at the end of each term and is always documented.

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

Enrolment forms

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

Healthcare Plans

Drawing up Healthcare Plans

This school uses a Healthcare Plan 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.

[See Appendix 1 – Form 1](#)

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.

If a pupil has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent to the pupil's parents to complete.

[See Appendix 1 – Form 2](#)

[See Appendix 1 – Form 3a](#)

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.

School Healthcare Plan register

Healthcare Plans are used to create a centralised register of pupils with medical needs. Angela Pike, Deputy Headteacher has responsibility for the register at this school.

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

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.

The master copy of the Healthcare Plan remains with the child at all times and can be used by any staff member that has accepted the appropriate training. 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 pupil 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 permission is included on the St Nicholas School Consent Form.

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.

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 common triggers
- ensure that all medication stored at school is within the expiry date
- 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
- remind parents of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

Consent to administer medicines

If a pupil requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent on their child's Healthcare Plan giving the pupil or staff permission to administer medication on a regular/daily basis, if required. A separate form is sent to parents for pupils taking short courses of medication.

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

If a pupil requires regular/daily help in administering their medication then the school outlines the school's agreement to administer this medication on the pupil's Healthcare Plan. The school and parents keep a copy of this agreement.

Parents of pupils with medical conditions at this school are all asked at the start of the school year on the Healthcare Plan if they and their child's healthcare professional believe the child is able to manage, carry and administer their own emergency medication.

Residential visits

Parents are sent a 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 Healthcare schedule of medications and interventions to be used for the duration of the trip.

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. The school medication form is used to record the administration of all feeds and medications, ensuring consistency. NB: An extended version of the form may need to be created to include early morning, evening & night-time medications during the visit and our 24 hour responsibility for care provision.

Other record keeping

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 log 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.

[See Appendix 1 – Form 3a and 3b](#)

This school holds training on the common medical conditions, it has identified, at the start of the academic year on the staff development day. A log of the medical condition training is kept by the school and reviewed every 12 months to ensure all staff receive training. Following medical training and assessment by a health professional as competent to administer medication named staff are added, on the back page, to the pupil healthcare plan that they have responsibility for.

An individual competency record for administration of medication is kept on the individuals personnel file.

[See Appendix 1 – Form 4](#)

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

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.

Residential visits

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.

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.

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.

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, health care professional 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.

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.

School staff have been given training on medical conditions. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions.

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

Universal hand washing guidelines are displayed in every class room.

[See Appendix 1 – Form 5](#)

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

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

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

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

This school works in partnership with all interested and relevant parties including the school's governing body, all school staff, parents, local authority, and pupils to ensure the policy is planned, implemented and maintained successfully. Where possible this school also seeks input from community healthcare professionals.

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, family support worker / staff wellbeing coordinator, 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 pupils' Healthcare Plans
- ensure pupil confidentiality
- assess the training and development needs of staff and arrange for them to be met
- ensure all supply teachers and new staff know the medical conditions policy
- delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register

- 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
- allow all pupils to have immediate access to their emergency medication
- maintain effective communication with parents including informing them if their child has been unwell at school
- ensure pupils who carry their medication with them have it when they go on a school visit or out of the classroom
- be aware of pupils with medical conditions who may be experiencing bullying or need extra social support
- understand the common medical conditions and the impact it can have on pupils (pupils should not be forced to take part in any activity if they feel unwell)
- ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teaching staff

Teachers at 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 or school healthcare professional

This school is actively seeking a school nurse who will have 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.

- sign off competency of school staff administering or supervising pupil 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 other professional medical help is called.

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.

Family support worker / staff wellbeing coordinator

The family support worker / staff wellbeing coordinator at this school has 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.

Twice termly meetings with a member of the Children's Community Nursing team.

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
- treat all medication with respect
- 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
- provide the school with appropriate spare medication labelled with their child's name
- ensure that their child's medication is within expiry dates
- keep their child at home if they are not well enough to attend school
- ensure their child catches up on any school work they have missed
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition with monitoring from a St Nicholas School trained staff member.

MONITORING AND REVIEW

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

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' September 2014, '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. 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
- when available the school will also seek consultation with a school nurse and other local healthcare professionals.

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

EQUALITY, SAFEGUARDING AND EQUAL OPPORTUNITIES

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

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

SEN Policy / SEN Information Report

Safeguarding
Off-site visits
Guidelines for Residential Trips
Health and Safety
Moving and Handling
Complaints
Emergency Procedures
Disciplinary

Daniel Lewis
Reviewed Term 3 2018

Ratified by the LCS Committee – 12th March 2018

Appendix

Form 1 Healthcare Plan

Form 2 Template Letter

Form 3a Medication Permission and Record

Form 3b Record of Medication: All Pupils

Form 4 Staff Training Record

Form 5 Strategy and Schedule for Minimising Triggers

Form 6 Contacting Emergency Services

Individual Healthcare Plan

School	St Nicholas School
Child's Name	
Date of birth	
Gender	
Year Group	
Reg Group	

Home Address

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Date	
Review date	

Medical condition or diagnosis	Summary	Notes

Parental Contact	Phone no. (work)	Phone no. (home)	Phone no. (mobile)

Clinic/Hospital	
Phone no.	
GP. Name	

Member of staff responsible for providing support in school

Specific support for the pupil's educational, social and emotional needs:

SEN Status	
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Next Review	
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	Need Type	Notes
1.		
2.		
3.		

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

Name of medication, dose, method of administration, when to be taken, side effects, contraindications, administered by/self-administered with/without supervision

Daily care requirements

Arrangements for school visits/trips etc.

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken - who, what, when

Form copied to

Medication taken at home:

Plan agreed by:

Parents/Carers:	Print:	Date:
	Signature:	
School:	Print:	Date:
	Signature:	
Healthcare professional	Print:	Date:
	Signature:	

Parental Agreement for Administering Medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

School	St Nicholas School		
Name of child			
Date of birth		Gender	
Year Group		Reg Group	

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Medical condition or diagnosis	Summary	Notes

Medicine	
Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration - y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Family Contact Information	
Name	
Daytime telephone no.	
Relationship to child	
Address	
<i>I understand that I must deliver the medicine personally to</i>	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

EMERGENCY PLANNING

Request an ambulance to:

St Nicholas School
Holm Oak Close
Canterbury
CT1 3JJ

Dial 999; ask for ambulance and be ready with the following information

Your phone number:

01227 464316

Give your location as follows:

Classroom

Give exact location in the school:

Junior or Senior Department

Give your name

Give brief description of pupil's symptoms

Inform Ambulance Control of the best entrance and state that the crew will be met and take to emergency.

SPEAK CLEARLY AND SLOWLY AND BE READY TO REPEAT INFORMATION IF ASKED



Pupil Short Term Medication Form

School are unable to administer any short term medication (eg antibiotics or paracetamol) unless this form is completed and signed by the person with parental responsibility

A separate form is to be supplied termly for any routine, home or emergency medication.

Name of child			
Address			
Date of birth		Gender	
Year Group		Reg Group	

Short Term Medication		
<i>Please note: school staff are only able to give medication that has been prescribed by a Doctor</i>		
Drug	Dose	Time
Prescribed by _____		Date: _____

It is the person with parent/carers responsibility to inform the school immediately and in writing of any changes to the pupil's medication.

Name of Parent/Carer Relationship to Pupil

Signature Date