



Medical Conditions in School Policy

Policy Statement

Redden Court School is an inclusive community, which aims to support and welcome students with medical conditions. We aim to provide all students with all medical conditions the same opportunities as others at school.

We will ensure that they can:

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

The school ensures all staff understand their duty of care to children in the event of an emergency and feel confident in knowing what to do in this situation. The school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill-managed or misunderstood. All staff understand the importance of medication being taken as prescribed and understand the common medical conditions that affect children at this school. Staff receive training on the impact that medical conditions can have on students.

Inclusion

Redden Court School understands that it has a responsibility to make the school welcoming and supportive to students with medical conditions who currently attend and those who may enrol in the future. Students with medical conditions are encouraged to take control of their condition.

Parents/carers of students with medical conditions feel secure in the care their children receive at this school.

We aim to include all students with medical conditions in all school activities. The Medical Conditions Policy(MCP) is understood and supported by the whole school and local health community. A number of key stakeholders have been consulted during the production of this policy.

This school ensures that the whole school environment is inclusive and favourable to students with medical conditions.

This includes:

- the accessibility of the physical environment
- the involvement in social activities such as playtimes, after school clubs, school productions and residential visits
- the appropriate adjustment to sports, games and other activities to make physical activity accessible to all students



- the appropriate adjustment and extra support so that all students can participate fully in all aspects of the curriculum

Communication Plan

Parents/carers are informed and regularly reminded about the MCP particularly with regards to the administration of medicines and when Healthcare Plans are reviewed. The Policy Statement and the whole policy are available on the school website. School staff are informed and regularly reminded about the MCP at the first staff meeting of the school year, at medical conditions training and when the policy is reviewed.

Emergency Procedures for the Most Common Serious Medical Conditions

All staff are aware of students with serious medical conditions at this school. Staff working with these students receive training and know what to do in an emergency. Training is refreshed in accordance with local health staff practice. Action for staff to take in an emergency for the most common medical conditions (anaphylaxis, asthma, diabetes and epilepsy) is displayed in student services and the procedure for contacting the emergency services is displayed in the Student Services Office.

This school uses Healthcare Plans to inform staff of children in their care who may need emergency help. In the event of an emergency a copy of the student's Healthcare Plan will be sent to the emergency care setting with the student or as soon as possible.

General Emergency Procedures

All staff know what action to take in the event of a medical emergency. If a student needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. Generally staff should not take students to hospital in their own car.

Guidance on the Administration of Medicine in School

Emergency Medication

All students with medical conditions such as asthma, diabetes, epilepsy and allergies know where their medication is stored and how to access it and understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them to take their medication safely.

General Medication

- Children taking prescribed medication must be well enough to attend school.
- Only medication prescribed by a doctor (or other medically qualified person) is administered. It must be in-date and prescribed for the current condition.
- In many cases, it is possible for a student's GP to prescribe medicine that can be taken at home in the morning and evening. As far as possible,



administering medicines will only be done where it would be detrimental to the child's health if not given in school

- Parents/carers must give written permission for the administration of medication.
- The staff receiving the medication must ask the parent/carer to sign a consent form (see Appendix 1) stating the following information:
 - full name of child and date of birth;
 - name of medication and strength;
 - who prescribed it;
 - dosage to be given in school;
 - how the medication should be stored and expiry date;
 - any possible side effects that may be expected should be noted;
 - signature and printed name of parent and date.

No medication may be given without these details being provided.

All use of medication defined as a controlled drug, over the counter medicine and paracetamols, even if the student can administer the medication themselves, is done under the supervision of two named members of staff at this school.

All staff are aware that there is no legal or contractual duty for them to administer medication or supervise a student taking medication unless they have been specifically contracted to do so.

Most 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 medication to students under the age of 16, but only with the written consent of the student's parent/carer.

Training is given to all staff members who agree to administer medication to students, where specific training is needed. The school's Public Liability Insurance provides full indemnity.

All 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 cases medication is only administered by an adult of the same gender as the student, and preferably witnessed by a second adult.

Parents/carers understand that if their child's medication changes or is discontinued or the dose or administration method changes, that they should notify the school immediately.

If a student refuses their medication, staff will record this. Parents/carers are informed as soon as possible.



All staff attending off-site visits are aware of any students 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 student misuses medication, either their own or another student's, their parents/carers are informed as soon as possible. These students are subject to disciplinary procedures.

Guidance on the storage of medicine

Emergency medication is held securely in student services where it is readily available to staff. Students know how to access their medication through a member of staff.

All non-emergency medication is kept in a locked cupboard in a cool dry place. 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, checks the expiry dates and ensures (with the parent/carer) that all medication brought into school is clearly labelled with the student's name, the name and dose of the medication and the frequency of dose.

All medication is supplied and stored, wherever possible, in its original containers. Some medication may need to be refrigerated. This must be stored in the staffroom fridge in an airtight container and clearly labelled.

Medication that needs to be taken home at the end of the school day must be collected by the student from the administrator when the school day is finished.

All medication is sent home with students at the end of the school year and it is the parent's responsibility that new and in date medication comes into school at the start of the new school year.

Safe Disposal

Parents are asked to collect out-of-date medication. If it is not collected at the end of the school year it will be taken to a pharmacy for safe disposal. This will be documented.



Guidance about Record Keeping

This school keeps an accurate record of each occasion an individual student is given or supervised taking medication. Details of the two supervising staff members, student, dose, date and time are recorded in the medical book which is kept in Student Services. Students with long-term medical conditions have their own record which is kept securely with their medication in a locked cabinet within Student Services. All school staff who volunteer to administer certain medication are provided with the necessary training by a healthcare professional. The school keeps a register of staff who have had relevant training. The certificates of those staff who have received general first aid training are displayed in the school. Training is given annually to all staff in managing the most common serious medical conditions if there is a student in school with that condition and if there is a healthcare professional available.

Healthcare Plans

For children with serious and long-term medical conditions this school uses a Healthcare Plan to record the important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. These are drawn up with the parent/carer, a healthcare professional, the school's Medical Co-ordinator and, if appropriate, with the student. All stakeholders sign the Healthcare Plan. Further documentation can be attached to the Healthcare Plan if required. Parental permission for the Healthcare Plan to be sent with the student to hospital will be included in the plan. The Healthcare Plans are kept in Student Services and a copy is kept on the school's Electronic Managed Learning Environment(MLE). The Medical Co-ordinator is responsible for reviewing these with the parent/carer once a year or if the condition changes with the aid of a healthcare professional. The parent/carer also keeps a copy.

Residential Trips, Educational Visits and Sporting Events

When children with medical conditions are going on outings, the trip leader will consult with the parent/carer and carry out a risk assessment to ensure they are fully aware of the student's needs, action to take in an emergency and that they agree to administer the medication.

Medication for the student is taken in a sealed plastic box clearly labelled with the student's name. Inside the box is a copy of the consent form and record of administration and, where applicable, a copy of the Healthcare Plan. On returning to the school the medication, consent form and Healthcare Plan are returned and the parent/carer signs if necessary.

If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic box clearly labelled with the child's name and the name of the medication. Inside the box is a copy of the consent form signed by the parent/carer and, where applicable, a copy of the Healthcare Plan.



This policy will be taken out on all school trips and medication given will be witnessed by two members of staff.

Health and Safety

This school is aware of the common triggers that can make medical conditions worse or can bring on an emergency. The school will actively work towards reducing or eliminating these health and safety risks where appropriate and will have written a schedule of reducing specific triggers to support this. Risk assessments are carried out by this school prior to any out-of-school visit and medical conditions are included in this process. A Health Care Needs Risk Assessment will be carried out for any student already at the school who develops a medical condition and before a new student with a medical condition joins the school. This will be carried out by the SENCO with the parent/carer and a healthcare professional. This may lead into the drawing up of a Healthcare Plan.

A Risk Assessment has been completed to ensure safety of staff when administering medication and there is a separate policy on Medication Administration. Appendix 2

Roles and Responsibilities

Each member of the school and health community knows their roles and responsibilities in maintaining an effective MCP.

Student Services:- Medical Co-ordinator –

- First Aider,
- Co-ordinates all medical consent forms, conditions and medication,
- Arrange Healthcare plans,
- Organise training for staff,
- Administer medication,
- Order and maintain first aid supplies/kits.
- Liaise with Borough inoculation nurses for vaccinations,
- Communicate Medical Needs with relevant staff,
- Upload care plans on to the MLE.

SENCO

The SENCO is responsible for:

- Reviewing this policy
- Reporting to Governors
- Ensuring Policy is adhered to
- Checking systems with Medical Co-Ordinator
- Providing advice, guidance and support for Medical Co-ordinator as required.



Reviewing the Policy

This policy will be reviewed, evaluated and updated annually. New guidance will be fed into the review. In evaluating the policy the views of a wide range of key stakeholders will be sought.

Review

This policy will be reviewed annually and amended as necessary.

Last review date: 24th March 2015

Next review date: 24th March 2016

Signature of Head Teacher:.....Date:.....

Signature of Chair of Governors:.....Date:.....



Appendix 1
Parental agreement for school to administer medicine

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

Name of School

Name of Child:

Date of Birth:

Form Group:

Medical condition/illness:

Medicine

Name/Type of Medicine (as described on
 The container):

Date dispensed:

Expiry date:

Agreed review date to be initiated by
 (Mrs Bogard)

Dosage and Method:

Timing:

Special Precautions:

Are there any side effects that
 the school needs to know about?

Self Administration: Yes/No (delete as appropriate)

Procedures to take in an Emergency:

Parent/Carer signature:



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RISK ASSESSMENT FORM

Assessors name:	Date of Assessment:	Activity/Task: Administering Medication
Directorate: REDDEN COURT SCHOOL	Service: Student Services Group:	Headteacher: Mr Paul Ward

Hazards	Who may be harmed & How	Existing Controls	Risk Rating	Further Controls	Residual Risk	Actions by whom & when	Implemented Y/N
ADMINIST- ERING MEDICATION Incorrect dosage Overdose of medication. Medication passed expiry	STUDENTS	Individual medication forms Parental Information regarding dosage. Clearly labelled and stored in original container. Care plans in place for students with specific needs. Keep up to date with parents/carers re changes . Appropriate members of trained staff . Should a child refuse medication parents are to be informed and advise sought. If an epi-pen is used the empty cartridge should be	Likelihood: Consequence: Risk Level:	Letter from Parent/Carer/GP if medication has changed.	Likelihood: Consequence: Risk Level:		



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<p>date.</p> <p>Child refuses medication.</p> <p>Child suffers adverse reaction.</p> <p>Adult not available to administer medication.</p> <p>Staff unaware of medical problems and procedures</p>		<p>kept and given to the paramedic so that they are aware of what has been given.</p>					
<p>SCHOOL TRIPS</p>	<p>STAFF AND STUDENTS</p>	<p>First Aider in attendance. Medication and form to be taken on trip. Handover to 1st Aider going on trip, and medication taken. Consent forms returned from parents. No consent child doesn't go. Separate trip risk assessment in place. PE activities that take part at off site locations. Supervising staff are aware of any medical conditions and are aware of the procedures should they</p>	<p>Likelihood:</p> <p>Consequence:</p> <p>Risk Level:</p>		<p>Likelihood:</p> <p>Consequence:</p> <p>Risk Level:</p>		



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		be required.					
LOST/STOLE N MEDICATION	COMMUNITY	Stored in pad- locked cupboards. Individually labelled & stored seperatly. Doors locked when office empty. Inventory of all medication amounts and dosage.	Likelihood: Consequence: Risk Level:		Likelihood: Consequence: Risk Level:		
TRAINING	STAFF	All appropriate staff have been identified to receive training. The level of training has been assessed. If applicable the school have provided awareness training for students.	Likelihood: Consequence: Risk Level:		Likelihood: Consequence: Risk Level:		
OTHER CONTROLS IN PLACE		The school has procedures for managing the storage of any medication held onsite. Parental permission to be sought regarding medication, Parents responsible for correct labelling of medication. Records to be kept detailing name, date time and dosage. Parents are reminded at beginning of each term to medication is within date. Medication to be sent home for holidays. Only authorized staff to have access to Medication.	Likelihood: Consequence: Risk Level:		Likelihood: Consequence: Risk Level:		
PHYSICAL/ VERBAL	STUDENTS/STAFF	Pastoral Care system in place. Windows in doors for observation from other members of staff. Behavior policy in place for	Likelihood: Consequence: Risk Level:		Likelihood: Consequence: Risk Level:		



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ABUSE		<p>certain students. Knowledge of reactions/behavior when on medication or medication wears off. Knowledge of medical history. 2 people to administer when child classed as high risk. Allow an exit if needed and communicate with staff in charge.</p>					
			<p>Likelihood: Consequence: Risk Level:</p>		<p>Likelihood: Consequence: Risk Level:</p>		

Review date: 25.3.14	Date communicated to staff: 25.3.13
Is a safe system of work required	Yes
If a new activity/equipment/any changes have been identified then Risk Assessment must be reviewed otherwise it should be reviewed annually.	



Risk Matrix

The matrix below is designed to help you in identifying a risk level for a given task or activity. Using your experience, the available evidence and existing precautions/ control measures in place you will have already determined the consequence of harm, and the likelihood of the harm being realised. The level of risk for the respective task or activity can now be determined using the following matrix.

CONSEQUENCE	Catastrophic	5	5	10	15	20	25	17-25 Unacceptable Stop activity and make immediate improvements
	Major	4	4	8	12	16	20	10-16 Tolerable Look to improve within specified timescale
	Moderate	3	3	6	9	12	15	5-9 Adequate Look to improve at next review
	Minor	2	2	4	6	8	10	1-4 Acceptable No further action, but ensure controls are maintained
	Insignificant	1	1	2	3	4	5	
			1	2	3	4	5	
								Lik

1/2