



## 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 that all staff understand who to contact in the event of an emergency to get the correct support for the student. A full up to date list of first aiders is kept in student services, main reception, Mrs Sexton's office, staffroom, canteen, PE office, DT office and each pastoral team have a copy. This list has been shared with all staff on the school drive.

The first aid 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 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 Medical Care Policy particularly with regards to the administration of medicines and when Health Care 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 Medical Care Policy 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 Health Care Plan will be sent to the emergency care setting with the student or as soon as possible.

### **DEFIBRILLATOR**

The school has two defibrillator's. One in main reception and one in student services. Training for defibrillator is incorporated into the first aid course.

### **Medication for Asthma & Allergies**

Where students have been prescribed recovery medication they are required to carry EpiPens/Asthma pumps on their person, however the school requires for a spare to be held in student services at all times.

### **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**

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;
  - name of medication and strength;
  - 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. Parents have the option to complete a 'parental agreement form' to decide if the parent agrees to their child being administered medication.

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 medical room 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.

Any student that requires specific medication will be sent home in the event that the parent/carer have not supplied further medication to replenish their supply.

### **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, dosage, 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.

## **Health Care 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 Student Services Administrator the PNI Lead Learning Facilitator 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 Health Care Plans are kept in Student Services. The Medical Co-ordinator STUDENT SERVICES 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 Health care 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 SENDCO 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-ordinate 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

## **DEPUTY HEAD**

The Deputy Head is responsible for:

- Reviewing and updating the Medical Policy
- Reporting to Governors
- Ensuring Policy is adhered to
- Checking systems with Student Services Administrator
- Providing advice, guidance and support for Student Services Administrator 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**

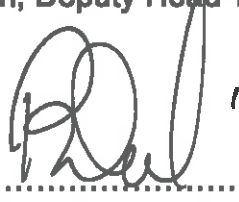
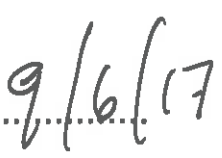
This policy will be reviewed annually and amended as necessary.

Date of this policy: March 2015

Last review date: 17th May 2017

Next review date: 17th May 2018

Reviewed by: Mrs L Sexton, Deputy Head Teacher (Pastoral)

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

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

