

## Medical Conditions Policy

### ST. THOMAS OF CANTERBURY CATHOLIC PRIMARY SCHOOL

## Medical Conditions Policy

*'Learn, Love and Respect through Jesus'*

This policy should be read in conjunction with other policies

### **Aims:**

St Thomas' is an inclusive community that aims to support and welcome pupils with medical conditions. We aim to provide all pupils with medical conditions the same opportunities as other pupils at the school.

We will help to:

- ensure all staff understand their duty of care to children and young people in the event of an emergency and that they feel confident in knowing what to do in an emergency.
- We understand that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- We understand the importance of medication being taken as prescribed.
- All staff understand the common medical conditions that affect children at St Thomas' and the impact medical conditions can have on pupils.

### **1. St Thomas' is an inclusive community that aims to support and welcome pupils with medical conditions**

1.1 We understand that we have a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enroll in the future.

1.2 We aim to provide all children with 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.

1.3 Pupils with medical conditions are encouraged to take control of their condition. They should feel confident in the support they receive from the school to help them do this.

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1.4 We aim to include all pupils with medical conditions in all school activities.

1.5 Parents of pupils with medical conditions feel secure in the care their children receive at this school.

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

1.7 All staff are assisted in feeling confident in knowing what to do in an emergency through suitable training as required.

1.8 We understand that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

1.9 All staff understand the common medical conditions that affect children at this school and the impact this can have on pupils.

1.10 The medical conditions policy is understood and supported by the whole school and local health community.

### **2. St Thomas' medical conditions policy has been drawn up in consultation with a wide range of local key stakeholders within both the school and health settings**

2.1 We have consulted on the development of this medical condition policy with a wide-range of key stakeholders within both the school and health settings. These key stakeholders include:

- parents of pupils with medical conditions
- school nurse
- head teacher
- teachers
- special educational needs coordinator
- members of staff trained in first aid
- school governors.

2.2 The views of pupils with various medical conditions are sought and considered.

2.3 We recognise the importance of feedback to those involved in the development process and is committed to acknowledging input to suggestions put forward.

### **3. The medical conditions policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation**

3.1 Parents are informed and reminded about the medical conditions policy:

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- by signposting access to the policy on the school's website
- at the start of the school year when communication is sent out about Healthcare Plans
- when a child is enrolled as a new pupil

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

- at the first staff meeting of the school year
- at scheduled medical conditions training when required (e.g. epi-pen training)
- all supply and temporary staff are informed of the policy and their responsibilities.
- all other external stakeholders are informed and reminded about the school's medical conditions policy.

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

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

4.2 Staff 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 reasonable parent. This may include administering medication.

4.3 All staff who work with groups of pupils receive training and know what to do in an emergency for the pupils in their care with medical conditions.

4.4 Training is refreshed for all staff where required e.g. epi-pen training.

4.5 Action for staff to take in an emergency for the common serious conditions at this school is displayed in prominent locations for all staff including the staff room and kitchen.

4.6 In extreme cases we may use Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.

### **5. All staff are trained in the school's general emergency procedures**

5.1 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 provide
- who to contact within the school.

5.2 Action to take in a general medical emergency is displayed in prominent locations for staff e.g. epi-pens

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5.3 If a pupil needs to be taken to hospital and a parent has not arrived before the ambulance then 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.

5.4 Generally, staff should not take pupils to hospital in their own car. However, if this is unavoidable then an additional adult should accompany the driver and child.

### **6. The school has clear guidance on the administration of medication at school (see administration of medicines policy)**

Administration – emergency medication

6.1 All pupils with medical conditions have **easy access to their emergency medication.**

6.2 All pupils are encouraged to carry and administer their own emergency medication, when their parents and health specialists determine they are able to start taking responsibility for their condition (generally around Year 5 or 6). These pupils carry their emergency medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits.

6.3 Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it. They understand the arrangements for a member of staff to assist in helping them take their medication safely.

Administration – general

6.4 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 member of staff at this school.

6.5 All staff are aware that their job descriptions include for the administration, and supervision of the administration, of medicines although there is no legal requirement to do so.

6.6 Members of staff are happy to take on the voluntary role of administering 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.

6.7 Training is given as needed to all staff members who agree to administer medication to pupils. The local authority provides full indemnity.

6.8 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.

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6.9 In some circumstances medication may only administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult.

6.10 Parents 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.

6.11 If a pupil refuses their medication then staff record this and parents are informed as soon as possible.

6.12 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.

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

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

#### Safe storage – emergency medication

7.1 Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked away, the keys are readily available and not held personally by members of staff.

7.2 When deemed old enough pupils at this school carry their emergency medication on them at all times. Pupils keep their own emergency medication secure.

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

#### Safe storage – non-emergency medication

7.4 All non-emergency medication is kept in a cupboard within the office which is a locked room when no adults are present, in a cool dry place. Pupils with medical conditions know where their medication is stored and how to access it.

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

#### Safe storage – general

7.6 The Office Administrator ensures the correct storage of medication at school.

7.7 Each half term the identified member of staff checks the expiry dates for all medication stored at school.

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7.8 The identified member of staff, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labeled 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.

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

7.10 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.

7.11 All medication is sent home with pupils at the end of each half term. Medication is not stored in school holidays.

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

### Safe disposal

7.13 Parents at this school are asked to collect out-of-date medication.

7.14 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.

7.15 The Office Administrator is responsible for checking the dates of medication and arranging for the disposal of any that have expired.

7.16 Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or pediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard.

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

## **8. This school has clear guidance about record keeping**

### Enrolment forms

8.1 Parents are asked if their child has any health conditions or health issues on the data collection sheet, 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.

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Healthcare Plans – for severe medical needs

### **Drawing up Healthcare Plans**

8.2 We use a Healthcare Plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments.

8.3 The parents, school nurse 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.

8.4 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.

### **Ongoing communication and review of Healthcare Plans**

8.5 Parents 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.

8.6 Staff 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.

8.7 Every pupil with a Healthcare Plan has their plan discussed and reviewed at least once a year.

### **Storage and access to Healthcare Plans**

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

8.8 Healthcare Plans are kept in the pupil personal files in the office. All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care.

## **9. 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

9.1 We are committed to providing a physical environment that is accessible to pupils with medical conditions.

9.2 Pupils with medical conditions are included in the consultation process to ensure the physical environment at this school is accessible.

9.3 Our commitment to an accessible physical environment includes out-of-school visits.

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### Social interactions

9.4 We ensure 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.

9.5 We ensure 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.

9.6 Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

### Exercise and physical activity

9.5 We understand the importance of all pupils taking part in sports, games and activities.

9.6 We ensure 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.

9.7 We ensure all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.

### Education and learning

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

9.9 If a pupil is missing 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.

9.10 We are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN coordinator. The SENCo ensures the effect of the pupil's condition on their schoolwork is properly considered.

### Residential visits

9.11 Risk assessments are carried out 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 routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.

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### **10. Each member of the school and health community knows their roles and responsibilities in maintaining an effective medical conditions policy**

10.1 The following roles and responsibilities are used for the medical conditions policy. These roles are understood and communicated regularly.

Governors

#### **The Governors have 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

#### **The headteacher 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, SENCo, teaching assistants, school nurse, 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.

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

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- 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
- 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 educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition
- use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions.

### School nurse or school healthcare professional

#### **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
- provide information about where the school can access other specialist training.

### Special educational needs coordinator

#### **Special educational needs coordinators 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.

### Local doctors and specialist healthcare professionals

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

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- complete 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 the child or young person knows how to take their medication effectively
- ensure children and young people have regular reviews of their condition and their medication
- provide the school with information and advice regarding individual children and young people with medical conditions (with the consent of the pupil and their parents)
- understand and provide input in to the school's medical conditions policy.

### Pupils

#### **The pupils at St Thomas' 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
- treat all medication with respect
- know how to gain access to their medication in an emergency
- if mature and old enough, know how to take their own medication and to take it when they need it
- ensure a member of staff is called in an emergency situation.

### Parents

#### **Parents 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
- 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.

**12. The medical conditions policy is reviewed, evaluated and updated annually and ratified by Committee A of the Governing Body**

12.1 New DFE and Department of Health guidance is actively sought and fed into the review.

12.2 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
- parents
- school nurse
- headteacher
- teachers
- special education needs coordinator
- all other school staff
- school governors.

**This policy was agreed and ratified by governors at Committee A at their meeting on 8<sup>th</sup> July 2019**

### **Addendum:**

#### **Legislation and guidance**

##### **Introduction**

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

+ Areas of legislation that directly affect a medical conditions policy are described in more detail in *Managing Medicines in Schools and Early Years Settings*. The main pieces of legislation are the Disability Discrimination Act 1995 (DDA), amended by the Special Educational Needs and Disability Act 2001 (SENDA) and the Special Educational Needs and Disability Act 2005. These acts make it unlawful for service providers, including schools, to discriminate against disabled people. Other relevant legislation includes the Education Act 1996, the Care Standards Act 2000, the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Medicines Act 1968. This section outlines the main points from the relevant legislation and guidance that schools should consider when writing a medical conditions policy.

##### **Managing Medicines in Schools and Early Years Settings (2004)**

This provides guidance from the DfES (now DCFS) and DH on managing medicines in schools and Early Years settings. The document includes the following chapters:

- + developing medicines policies
- + roles and responsibilities
- + dealing with medicines safely
- + drawing up a Healthcare Plan
- + relevant forms.

Medical Conditions at School: A Policy Resource Pack is designed to work alongside *Managing Medicines in Schools and Early Years Settings*.

##### **Disability Discrimination Act 1995 (DDA) and the Special Educational Needs and Disability Acts (2001 and 2005)**

+ Many pupils with medical conditions are protected by the DDA and SENDA, even if they don't think of themselves as 'disabled'.

+ The Commission for Equality and Human Rights (CEHR) (previously the Disability Rights Commission) publishes a code of practice for schools, which sets out the duties under the DDA and gives practical guidance on reasonable adjustments and accessibility. The CEHR offers information about who is protected by the DDA, schools' responsibilities and other specific issues. Schools' responsibilities include:

- + not to treat any pupil less favourably in any school activities without material and

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sustainable justification

+ to make reasonable adjustments that cover all activities – this must take into consideration factors such as financial constraints, health and safety requirements and the interests of other pupils. Examples of reasonable adjustments can be found in the DfES resource: Implementing the DDA in Schools and Early Years Settings\*

+ to promote disability equality in line with the guidance provided by the DCSF and CEHR through the Disability Equality Scheme.

\*DfES publications are available through the DCSF.

### **The Education Act 1996**

Section 312 of the Education Act covers children with special educational needs, the provisions that need to be made and the requirements local health services need to make to help a local authority carry out its duties.

### **The Care Standards Act 2000**

This act covers residential special schools and responsibilities for schools in handling medicines.

### **Health and Safety at Work Act 1974**

This act places duties on employers for the health and safety of their employees and anyone else on their premises. This covers the head teacher and teachers, non-teaching staff, pupils and visitors.

### **Management of Health and Safety at Work Regulations 1999**

These regulations require employers to carry out risk assessments, manage the risks identified and to communicate these risks and measures taken to employees.

### **Medicines Act 1968**

This act specifies the way that medicines are prescribed, supplied and administered.

### **Additional guidance**

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

- + Healthy Schools Programme – a medical conditions policy can provide evidence to help schools achieve their healthy school accreditation
- + Every Child Matters: Change for Children (2004). The 2006 Education Act ensures that all schools adhere to the five aims of the Every Child Matters agenda
- + National Service Framework for Children and Young People and Maternity Services (2004) – provides standards for healthcare professionals working with children and young people including school health teams
- + Health and Safety of Pupils on Educational Visits: A Good Practice Guide (2001) – provides guidance to schools when planning educational and residential visits
- + Misuse of Drugs Act 1971 – legislation on the storage and administration of controlled medication and drugs
- + Home to School Travel for Pupils Requiring Special Arrangements (2004) – provides guidance on the safety for pupils when traveling on local authority provided transport
- + Including Me: Managing Complex Health Needs in School and Early Years Settings

(2005).

**Further advice and resources**

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## Medical Conditions Policy

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