



**Gedney Church End and Lutton St. Nicholas Federated Primary
Schools
Medical Conditions Policy**

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Gedney Church End and Lutton St. Nicholas Federated Primary Schools

Introduction

This Federation is an inclusive community that aims to support and welcome pupils with medical conditions. The Federation aims to provide all pupils with all medical conditions the same opportunities as others within the Federation.

Aims

We will help to ensure that pupils can:

1. be healthy;
2. stay safe;
3. enjoy and achieve;
4. make a positive contribution;
5. achieve economic well-being.

The Federation will ensure that all staff:

1. understand their duty of care to children and young people in the event of an emergency;
2. feel confident in knowing what to do in an emergency;
3. understand that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood;
4. understand the importance of medication being taken as prescribed;
5. understand the common medical conditions that affect children within the Federation;
6. receive training on the impact medical conditions can have on pupils.

There is no legal duty that requires Federation staff to administer medicines. Staff who do agree to administer medicines will only do so following appropriate training and support from health professionals.

Policy

The Federation is an inclusive community that aims to support and welcome pupils with medical conditions. It understands that it has a responsibility to make the Federation welcoming and supportive to pupils with medical conditions who currently attend and to those who may enroll in the future.

The Federation aims to provide all children with all medical conditions the same opportunities as others. As stated previously, we will help to ensure they can:

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

Pupils with medical conditions will be encouraged to take control of their condition. Pupils will be encouraged to feel confident in the support they receive from the Federation to help them do this.

The Federation aims to include all pupils with medical conditions in all Federation activities.

Parents of pupils with medical conditions will feel secure in the care their children receive within the Federation because policy and practice have been communicated, training provided and all relevant consents received.

The Federation will ensure that all staff understand their duty of care to children and young people in the event of an emergency. Where necessary, additional guidance, training and support will be provided.

All staff will feel confident in knowing what to do in an emergency because they will have received relevant training and guidance as well as the full support of a committed Senior Management Team.

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

All staff will understand the common medical conditions that affect children within the Federation. Staff will receive training on the impact these can have on pupils. All staff will be first-aid trained and three designated staff will be trained up to the level of paediatric first-aid.

The Medical Conditions Policy will be understood and supported by the whole Federation and local health community, who have been involved in its development and implementation.

Consultation

The Federation's Medical Conditions Policy has been drawn up in consultation with a wide range of local key stakeholders within both the Federation and health-care settings. These include:

- pupils with medical conditions;
- parents;
- the school nurse;
- the Head Teacher;
- teachers;
- the Special Educational Needs Co-ordinator;
- all other school staff;
- local healthcare professionals;
- Federation governors.

The views of pupils with various medical conditions have been actively sought and are considered to be central to the consultation process.

Key stakeholders have been consulted in two phases:

- initial consultation during development of the policy;
- comments on a draft policy before publication.

The Federation 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.

Communication

The Medical Conditions Policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation.

Pupils will be informed and regularly reminded about the Medical Conditions Policy by means of:

- the School Council/class representatives;
- the Federation's Newsletter, which is published on a monthly basis;
- the taught curriculum

Parents will be informed and regularly reminded about the Medical Conditions Policy by means of:

- including the policy statement in the Federation's prospectus and signposting access to the policy;
- the Federation's Newsletter, which is published on a monthly basis;
- information given when their child is enrolled as a new pupil;
- the Federation's website.

Federation staff, supply and temporary staff will be informed and regularly reminded about the Medical Conditions Policy by means of:

- scheduled medical conditions training;
- the key principles of the policy being displayed in prominent staff areas throughout the Federation.

Relevant local health staff will be informed and regularly reminded about the Federation's Medical Conditions Policy via the school nurse.

Training for Emergencies for the Most Serious Medical Conditions

All staff will be made aware of the most common serious medical conditions within the Federation. This will be especially important if a child enrolls with additional medical needs.

Federation staff will understand their duty of care to pupils in the event of an emergency. In an emergency situation staff are required under common law duty of care to act like any reasonably competent parent. This may include administering medication, although staff will have the right to not administer. In most cases, this

will be written into the child's care plan and specialist training will have been provided. Named staff will be written into the Healthcare plan and the fact that the staff have consented to attend the training confirms their consent for the administration of the required medication.

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

Training will be refreshed in-line with the Healthcare plans that have been agreed for pupils. For more general first aid, the national requirements will be observed in respect of first-aid and paediatric first-aid training and certification.

Action for staff to take in an emergency for the common serious conditions within the Federation will be displayed in prominent locations for all staff, as dictated by each child's Healthcare plan.

The Federation will use Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.

The Federation will have procedures in place so that a copy of the pupil's Healthcare Plan is sent to the emergency care/casualty setting with the pupil. On occasions when this is not possible, the form will be sent (or the information on it will be communicated) to the hospital as soon as possible.

Training in General Emergency Procedures

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

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

Further details and guidance can be found within the Federation's Critical Incident Plans (2015) and Critical Incident Policy (2015). It is recommended that this policy is read in conjunction with these documents.

Action to take in a general medical emergency will be displayed in prominent locations for staff.

If a pupil needs to be taken to hospital, a member of staff will always accompany her/him and will stay with her/him until a parent arrives. Generally, staff should not take pupils to hospital in their own car.

Administration of Prescription Medication

All pupils within the Federation with medical conditions will have easy access to their emergency medication.

Pupils who need emergency medication will know where their medication is stored and how to access it.

Pupils who may require emergency medication will understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their medication safely.

All use of medication defined as a controlled drug, even if the pupils can administer the medication themselves, will be done under the supervision of a named member of staff.

The Federation will understand the importance of medication being taken as prescribed.

All staff will be aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so.

The Federation will have members of staff who are happy to take on the voluntary role of administering medication.

Training will be given to all staff members who agree to administer medication to pupils, where specific training is needed. The Local Authority provides full indemnity.

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

Parents at the Federation will understand that if their child's medication changes or is discontinued, or the dose or administration method changes, they should notify the Federation immediately.

If a pupil refuses her/his medication, staff will record this and follow procedures. Parents will be informed as soon as possible.

All staff attending off-site visits will be aware of any pupils with medical conditions on the visit. They will 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 pupil misuses medication, either their own or another pupil's, her/his parents will be informed as soon as possible. These pupils will be subject to the Federation's usual disciplinary procedures.

Whenever prescription medication it is administered, it must be formally recorded. Appendix A contains a copy of the form that is to be used for this purpose. Copies of the form must be sent home with the pupil on a daily basis unless they are involved in the residential programmes in years 4 and 6.

Administration of Non-Prescription Medication

Under normal circumstances, staff will not administer non-prescription unless children are on residential. Where this is the case, written consent will be received from parents that states all of the following:

- Name of the medication
- The reason it is deemed to be necessary
- The dosage
- The time between doses
- Signed consent

Where non-prescription medication is administered, this will be formally recorded and signed by the senior member of staff. This will always be done in the presence of another member of staff who will countersign the record.

Storage of Prescription Medication

- Emergency and prescription medication will be readily available to pupils who require it at all times during the school day and during off-site activities. If the emergency medication is a controlled drug and needs to be in locked storage, the keys will be readily available and not held personally by members of staff.
- Pupils will know exactly where to access their emergency medication.
- Staff will ensure that medication is only accessible to those for whom it is prescribed.

Storage of Non-Prescription Medication

Under normal circumstances, the federation will not administer non-prescription medication. With the agreement of the Head Teacher or as part of the Residential Programme in years 4 and 6, the following guidance will be observed:

- All controlled drugs will be kept in a locked cupboard and only named staff will have access, even if pupils normally administer the medication themselves.
- The identified member of staff will check the expiry dates for all medication stored within the Federation three times a year.
- All medication will be supplied and stored, wherever possible, in its original containers. All medication will be labelled with the pupil's name, the name of the medication, expiry date and the instructions for administration, including dose and frequency.
- Medication will be stored in accordance with instructions, paying particular attention to temperature.

- Should any medication for pupils within the Federation need to be refrigerated, such medication will be stored in an airtight container and clearly labelled. Refrigerators used for the storage of medication will be located in an area inaccessible to unsupervised pupils.
- All medication will be sent home with pupils at the end of the school year. Medication will not be stored in the summer holidays.
- 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 of medication

- Parents within the Federation will be asked to collect out-of-date medication.
- If parents do not pick up out-of-date medication, or at the end of the school year, medication will be taken to a local pharmacy for safe disposal.
- A named member of staff will be responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check will be done at least three times a year and will always be documented.
- Sharps boxes will be used for the disposal of needles. Parents obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in the Federation will be stored safely and secure arrangements will be 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 will be responsible for its safe storage and return to a local pharmacy or to school or the pupil's parent.
- Parents are responsible for the collection and disposal of sharps boxes.

Record-Keeping

Enrolment forms:

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

Healthcare Plans:

- The Federation will use a Healthcare Plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments.
- A Healthcare Plan will be completed with all parents of pupils with a long-term medical condition when a diagnosis is first communicated to the

Federation.

- If a pupil has a short-term medical condition that requires medication during school hours, a medication form plus explanation will be sent to the pupil's parents to complete.
- The parents, healthcare professional and pupil with a medical condition will be asked to fill out the pupil's Healthcare Plan together. Parents will then return the completed forms to the Federation. Training for staff is often a requirement and this will be written into the Healthcare Plan.
- The Federation will ensure 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. This will usually be the Head Teacher or SENCo.

The Federation Healthcare Plan Register:

- Healthcare Plans will be used to create a centralised register of pupils with medical needs. An identified member of staff will have responsibility for the register across the Federation.
- The responsible member of staff will follow 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.

Ongoing Communication and Review of Healthcare Plans

Parents within the Federation will be 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.

Federation staff will use teacher-parent interviews and home-school liaison 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 in the Federation will have their plan discussed and reviewed at least once a year.

Storage and Access to Healthcare Plans

Parents and pupils across the Federation will be provided with a copy of the pupil's current agreed Healthcare Plan. Healthcare Plans will be kept in a secure central location, which will be the lockable filing cabinet in the Head Teacher's office (Gedney Church End) or the admin office (Lutton St. Nicholas).

All members of staff who work with groups of pupils will 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 will make sure that she/he is made aware of (and have access to) the Healthcare Plans of pupils in their care.

The Federation will ensure that all staff protect pupil confidentiality.

The Federation will seek permission from the pupil and parents before sharing any medical information with any other party.

Use of Healthcare Plans

Use of Healthcare Plans by the Federation:

- To inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care.
- To 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.
- To identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies. The Federation will use this information to help reduce the impact of common triggers.
- To ensure that all medication stored at school is within the expiry date.
- To ensure that the Federation'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.
- To 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 medication at school, parents will be 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 will be 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 will be 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 Federation will outline its agreement to administer this medication on the pupil's Healthcare Plan. The Federation and parents will keep a copy of this

agreement.

- Parents of pupils with medical conditions in the Federation will all be 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 will be sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit in years 4 and 6. This form requests up-to-date information about the pupil's current condition and their overall health. It also 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.
- All residential visit forms will be taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. These will be 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 will be asked for consent, giving staff permission to administer medication at night or in the morning if required;
- The residential visit form will also detail what medication and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away.

Other Record-Keeping

The Federation will keep an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and time will be recorded. If a pupil refuses to have medication administered, this will also be recorded and parents informed as soon as possible.

The Federation will hold training on common medical conditions in-line with national requirements. A log of the medical condition training will be kept by the Federation and reviewed regularly to ensure all new staff receive training.

All Federation staff who volunteer or who are contracted to administer medication will be provided with training by a healthcare professional. The Federation keeps a register of staff who have had the relevant training. This is also written into each pupils' Healthcare Plan.

The Federation will keep an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

The Federation Environment

The Federation will ensure 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.

The physical environment:

- The Federation is committed to providing a physical environment that is accessible to pupils with medical conditions.
- Pupils with medical conditions will be included in the consultation process to ensure that the physical environment of the Federation is accessible.
- The Federations' commitment to an accessible physical environment will include out-of-school visits. The Federation recognises that this sometimes means changing activities or locations.

Social interactions:

- The Federation will ensure that 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.
- The Federation will ensure that the needs of pupils with medical conditions are adequately considered to ensure that they have full access to extended school activities such as school discos, school productions, after school clubs and residential visits.
- All staff in the Federation will be aware of the potential social problems that pupils with medical conditions may experience. Staff will use this knowledge to try to prevent and deal with problems in accordance with the Federation's anti-bullying and positive behaviour policies.
- Staff will 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:

- The Federation understands the importance of all pupils taking part in sports, games and activities.
- The Federation will ensure that 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.
- The Federation will ensure that 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 will be aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities.
- The Federation will ensure that all PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.
- The Federation will ensure that all pupils have the appropriate medication or food/nutrition with them during physical activity and that pupils take them when needed.
- The Federation will ensure that all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Education and Learning

The Federation will ensure that pupils with medical conditions can participate fully in all aspects of the curriculum and ensure that appropriate adjustments and extra support are provided.

If a pupil is missing a lot of time at school, has limited concentration or is frequently tired, all teachers within the Federation will understand that this may be due to their medical condition. As a result, necessary adjustments will be made to the curriculum and the expectations that staff have of the child.

Teachers within the Federation will be aware of the potential for pupils with medical conditions to have special educational needs or disabilities (SEND). Pupils with medical conditions who are finding it difficult to keep up with their studies will be referred to the Special Educational Needs Co-ordinator (SENCo). The Federation's SENCo will consult the pupil, parents and the pupil's healthcare professional to ensure that the effect of the pupil's condition on their schoolwork is properly considered.

The Federation will ensure that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum, especially where all members of the school community can be involved in the management of the condition. The best example of this is anaphylaxis.

Pupils within the Federation will learn about what to do in the event of a medical emergency.

Residential Visits

Risk assessments will be carried out by the Federation prior to any out-of-school visit and medical conditions will be considered during this process. Factors to consider include:

- how all pupils will be able to access the activities proposed;

- how routine and emergency medication will be stored and administered;
- where help can be obtained in an emergency.

The Federation understands that there may be additional medication, equipment or other factors to consider when planning residential visits. Where this is felt to be necessary, a Specific Risk Assessment will be produced by the Educational Visits Co-ordinator (EVC) and copied to all staff who attend on the day. It will also be likely that a designated key worker will be identified who will be the primary means of ensuring that the correct level of support is given to the child concerned.

Reduction or Elimination Health and Safety Risks

The Federation is aware of the common triggers that can make medical conditions worse or can bring on an emergency. The Federation will actively work towards reducing or eliminating these health and safety risks and will have a written schedule of reducing specific triggers to support this. In most instances, this will be included as part of the pupil's Healthcare Plan.

The Federation will be committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.

Federation staff will be given training on medical conditions. This training will include detailed information on how to avoid and reduce exposure to common triggers for common medical conditions.

The Federation will use Healthcare Plans to identify individual pupils who are sensitive to particular triggers. The Federation will have a detailed action plan to ensure that these individual pupils remain safe during all lessons and activities throughout the school day. Specific Risk Assessments will also be used whenever designated pupils attend on a school trip.

Full health and safety risk assessments will be carried out on all out-of-school activities before they are approved, including residential visits, taking into account the needs of pupils with medical conditions. On occasion, it will be necessary to gain consent from the Local Authority for the trip to go ahead. These are known as Level 1 applications and it is the responsibility of the Head Teacher to ensure that these are completed in a timely and efficient manner.

The Federation will review medical emergencies and incidents to see how they could have been avoided. Appropriate changes to this policy and procedures will be implemented after each review.

Roles and Responsibilities

Each member of the Federation and health community will know their roles and responsibilities in maintaining an effective Medical Conditions Policy. Federation staff will work in partnership with all interested and relevant parties including the Federation's Governing Body, parents, employers, community healthcare professionals and pupils to ensure that the policy is planned, implemented and maintained successfully.

The following roles and responsibilities will be used for the Medical Conditions Policy within the Federation. These roles will be understood and communicated regularly.

The employer (Lincolnshire County Council) will have a responsibility to:

- ensure the health and safety of their employees and anyone else on the premises or taking part in Federation activities (this includes all pupils). This responsibility will extend to those staff and others leading activities taking place off-site, such as visits, outings or field trips;
- ensure that health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions;
- make sure that 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, provided this is in-line with either the Healthcare Plan or the written instructions provided by parents.

The Head Teacher will have a responsibility to:

- ensure that the Federation 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, pastoral support/welfare officers, teaching assistants, school nurses, parents, governors and the school health service;
- ensure that the policy is put into action, with good communication of the policy to all;
- ensure that every aspect of the policy is maintained;
- ensure that information held by the Federation 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 that 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 Federation's 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.

All school staff will 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 Federation'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 that 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 that pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in;
- ensure that pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Federation teaching staff will have a responsibility to:

- ensure that 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, SENCo 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.

The school nurse or school healthcare professional will have a responsibility to:

- help update the Federation's Medical Conditions Policy;
- help provide regular training for Federation staff in managing the most common medical conditions at school;
- provide information about where the Federation can access other specialist training.

First aiders will have a responsibility to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the Federation, in-line with the training they have received;
- when necessary, ensure that an ambulance or other professional medical help is called.

Special educational needs coordinators will have a responsibility to:

- help update the Federation's Medical Conditions Policy;
- know which pupils have a medical condition and which have special educational needs because of their condition;
- ensure that pupils who have been unwell catch up on missed schoolwork;
- ensure that teachers make the necessary arrangements if a pupil needs special

consideration or access arrangements in exams or course work.

Local doctors and specialist healthcare professionals will have a responsibility to:

- 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;
- offer every child or young person (and their parents) a written care/self-management plan to ensure that children and young people know how to self-manage their condition;
- ensure that the child or young person knows how to take their medication effectively;
- ensure that children and young people have regular reviews of their condition and their medication;
- provide the Federation 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 Federation's Medical Conditions Policy.

Pupils will 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 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, as articulated within their Healthcare Plan;
- ensure that a member of staff is called in an emergency situation.

Parents will have a responsibility to:

- tell the Federation if their child has a medical condition;
- ensure that the Federation has a complete and up-to-date Healthcare Plan for their child, where relevant;
- inform the Federation about the medication their child requires during school hours;
- inform the Federation of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities;
- tell the Federation about any changes to their child's medication, what they take, when, and how much;
- inform the Federation of any changes to their child's condition;
- ensure that their child's medication and medical devices are labelled with their child's full name;
- provide the Federation 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 that their child catches up on any school work they have missed;
- ensure that their child has regular reviews about their condition with their doctor or specialist healthcare professional;
- ensure that their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

Review and Evaluation

The Federation’s Medical Conditions Policy will be reviewed, evaluated and updated every year in line with the Federation’s policy review timeline.

In evaluating the policy, the Federation will seek feedback on the effectiveness and acceptability of the Medical Conditions Policy with a wide-range of key stakeholders within the Federation and health settings. These key stakeholders include:

- pupils;
- parents;
- school nurse and/or school healthcare professionals;
- the Head Teacher;
- teachers;
- special education needs coordinator;
- first aiders;
- all other Federation staff;
- local emergency care service staff (including accident and emergency and ambulance staff);
- local health professionals;
- the Federation employer;
- Federation governors.

The views of pupils with various medical conditions will be actively sought and considered central to the evaluation process.

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.

Managing Medicines in Schools and Early Years Settings (2004):

This Act provides guidance from the Department for Education and the Department for Health 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 Equality and Human 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 Equality and Human Rights Commission offers information about who is protected by the DDA, schools' responsibilities and other specific issues. Schools' responsibilities include:

- not treating any pupil less favourably in any school activities without material and sustainable justification;
- making 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 Department for Education resource: Implementing the DDA in Schools and Early Years Settings;
- promoting disability equality in line with the guidance provided by the Department for Education and the Equality and Human Rights Commission through the Disability Equality Scheme.

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 ensured 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). This 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). This provides guidance to schools when planning educational and residential visits.
- Misuse of Drugs Act 1971. This contains legislation on the storage and administration of controlled medication and drugs.
- Home to School Travel for Pupils Requiring Special Arrangements (2004). This 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

The Anaphylaxis Campaign

PO Box 275
Farnborough
Hampshire GU14 6SX

Phone 01252 546100

Fax 01252 377140

info@anaphylaxis.org.uk

www.anaphylaxis.org.uk

Asthma UK

Summit House
70 Wilson Street
London EC2A 2DB

Phone 020 7786 4900

Fax 020 7256 6075

info@asthma.org.uk

www.asthma.org.uk

Diabetes UK

Macleod House
10 Parkway
London NW1 7AA
Phone 020 7424 1000
Fax 020 7424 1001
info@diabetes.org.uk
www.diabetes.org.uk

Epilepsy Action

New Anstey House
Gate Way Drive
Yeadon
Leeds LS19 7XY

Phone 0113 210 8800

Fax 0113 391 0300

epilepsy@epilepsy.org.uk

www.epilepsy.org.uk

Long-Term Conditions Alliance

202 Hatton Square

16 Baldwins Gardens

London EC1N 7RJ

Phone 020 7813 3637

Fax 020 7813 3640

info@ltca.org.uk

www.ltca.org.uk

Department for Education

Sanctuary Buildings

Great Smith Street

London SW1P 3BT

Phone 0870 000 2288

Textphone/Minicom 01928 794274

Fax 01928 794248

info@dcf.gov.uk

www.dcf.gov.uk

Council for Disabled Children

National Children's Bureau

8 Wakley Street

London EC1V 7QE

Phone 020 7843 1900

Fax 020 7843 6313

cdc@ncb.org.uk

www.ncb.org.uk/cdc

National Children's Bureau

National Children's Bureau

8 Wakley Street

London EC1V 7QE

Phone 020 7843 6000

Fax 020 7278 9512

www.ncb.org.uk

Signed by the Head Teacher:

Ratified by Governors:

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