



Medical Conditions Policy

Purpose

Park Lane Learning Trust is fully committed to a policy of inclusive education that welcomes and supports students with medical conditions. This policy is designed to support the management of medication and medical care in school and support individual students with medical needs.

Additional Authority

From September 2014 governing bodies have a duty – under the Children and Families Act 2014 – to ensure schools make arrangements for students with medical conditions.

Scope

This policy applies to all visitors and stakeholders.

Policy Statement

Park Lane Learning Trust aims to include students with medical conditions, as fully as possible, in all aspects of school life.

Policy

1. Staff Training

We understand that administration of any medication is voluntary. However, we always endeavour to ensure we are able to support students with medical conditions.

Staff who volunteer are given appropriate training to support students with medical conditions.

In addition to this we have a number of staff members who are trained in basic first aid.

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

- a) How to contact emergency services
- b) How to contact a first aid member of staff
- c) How to contact a parent/carer

2. Communications Plan

Our medical conditions policy is supported by a clear communication plan for staff, parents and students

Parents are informed about the medical conditions policy:

- At the start of the school year when communication is sent out about healthcare plans
- When their child is enrolled as a new student
- Via the school's website
- Via a central school database
- Via the staffroom notice board (staff only)

3. Record Keeping

a) Enrolment Forms

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

b) Health Care Plans

At Park Lane Learning Trust all students with an identified long term and significant medical condition have a Health Care Plan. The plans are created in partnership with parents and relevant medical bodies/agencies. These plans outline the condition, triggers, symptoms, medication and effective management. Hard copies are given to teaching staff, a central copy is placed on the staffroom notice board, as well as a copy stored in a central folder on the computer.

Short term medical conditions are stored on a central Desk top location and updated regularly. Parental consent for any medication is always obtained, for example paracetamol.

c) Risk Assessments

If a student has a Health Care Plan, they will also have an accompanying risk assessment for activities in school and for any trips out of school. This will be shared with all concerned. All reasonable adjustments will be made to ensure students with a medical condition are included. However, sometimes the risk assessment may conclude that it would be unsafe for a student to take part in a particular activity. All due consideration will be given when undertaking a risk assessment.

4. Inclusion in Whole School Activities (including exercise and physical activities)

At Park Lane Learning Trust we are committed to ensuring that the physical environment, social interactions and learning are as accessible as possible for students with medical conditions. This will mean that medical needs will be considered when planning out of school visits, involvement in all school activities, including physical exercise.

Please note that reasonable adjustments will be made where possible and that students do not have to take part in activities if they feel unwell.

- 5. Roles and responsibilities in maintaining an effective medical conditions policy – see appendix 1.**
- 6. Storage and administration of medicines – see Appendix 2.**

Monitoring and Review

This policy will be monitored and reviewed annually by the SENCo and every three years by the Governing Body.

Roles and Responsibilities

The following roles and responsibilities are used for the Medical Conditions Policy at this school.

These roles are understood and communicated regularly.

Employer (The Governors)

Park Lane Learning Trust's employer has a responsibility to:

- Ensure the health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all students). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips.
- Make sure the Medical Conditions Policy is effectively monitored and evaluated and regularly updated.
- Provide indemnity to staff who volunteer to administer medication to students with medical conditions.

Headteacher

Park Lane Learning Trust's 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 students, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents and governors.
- Ensure the policy is put into action, with good communication of the policy to all.
- Ensure every aspect of the policy is maintained.
- Ensure information held by the school is accurate and up to date and that there is good information sharing systems in place using student's healthcare plans.
- Ensure student confidentiality.
- Assess the training and development needs of staff and arrange for them to be met.
- Ensure all supply staff and new teachers know the medical conditions policy.
- Update the Medical Conditions Policy at least once a year according to review recommendations and recent local and national guidance and legislation.

All school staff

All staff at Park Lane Learning Trust has 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 Medical Conditions Policy.
- Know which students in their care have a medical condition.

- Allow all students 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 students who carry their medication with them have it when they go on a school visit or out of the classroom.
- Be aware of students with medical conditions who may be experiencing bullying or need extra social support.
- Ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure students 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 students who have been unwell catch up on missed school work.
- Be aware that medical conditions can affect a student's learning and provide extra help when students need it.
- Liaise with parents, the student's healthcare professional and special educational needs coordinator if a student is falling behind with their work because of their condition.

First aiders

First aiders at this school have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school.
- When necessary ensure that an ambulance or other professional medical help is called.

Students

The students at this school have a responsibility to:

- Treat other students 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 student is feeling unwell.
- Treat all medication with respect.
- Know how to gain access to their medication in an emergency.
- Ensure a member of staff is called in an emergency situation.

Parents/carers

The parents of a student at this school have a responsibility to:

- Tell the school if their child has a medical condition.
- Ensure the school has a complete and up-to-date Healthcare plan for their child.

- Inform the school about the medication their child requires 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 medication is within expiry dates.
- Keep child at home if they are not well enough to attend school.
- Ensure their child catches up on any school work they have missed.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.
- Ensure aspirin is not given unless prescribed by a doctor.

Administration of Medicines Procedures

The aim of these procedures is to ensure the safe distribution and administration of medicines within the school.

Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

Introduction

The school does not contain staff with the appropriate skills to deal with sick children. As a consequence, students who are unwell and requiring attention should not be sent to school.

However, the school does have to deal with students still needing to take medicine, either because they are suffering from some chronic illness or allergy or because they are recovering from a short-term illness and are undergoing a course of treatment needing medication.

Managing Medicines on School Premises

Staff are to undertake written risk assessments for any circumstance that falls outside of the parameters of the following procedures. Staff may wish to undertake a written risk assessment for any circumstance whereby medicine needs to be administered on site.

Any student with a statement of special educational need requiring medication to be dispensed on a regular basis will have the means and method of dispensation agreed and outlined in the Statement.

The school will not accept responsibility for the administration of medicines to students unless the following procedures are followed:-

- a) Medication should be brought to the school, preferably by the parent, with clear written consent and instructions for administration.
- b) For conditions such as anaphylaxis, diabetes, and epilepsy no medicine will be administered unless there are trained volunteers in school and a written agreement in place between both parent and volunteer.
- c) Most medication will be retained centrally in a locked cupboard in the Student Services office and self-administered under the supervision of an authorised adult.
- d) No student is to administer their own medicine without the knowledge of the school. If caught parents will be notified and appropriate measures taken.

School must be notified via the student emergency card if a student needs to carry and use an inhaler or an epi-pen.

Staff Procedures

- a) No child under 16 should be given prescription or non-prescription medicines without their parent's written consent - except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases, every effort should be made to encourage the child or young person to involve their parents while respecting their right to confidentiality.
- b) A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor. Medication, eg for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents should be informed.
- c) Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.
- d) Staff should only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.
- e) All medicines should be stored safely. Children should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away. This is particularly important to consider when outside of school premises eg on school trips.
- f) A child who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another child for use is an offence. Controlled drugs (that have been prescribed for a student) must be securely stored in a non-portable container and only named staff should have access. Controlled drugs should be easily accessible in an emergency. A record should be kept of any doses used and the amount of the controlled drug held in school.
- g) Staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines should do so in accordance with the prescriber's instructions. Schools should keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted.
- h) When no longer required, medicines should be returned to the parent to arrange for safe disposal. Medicine left longer than 5 days for collection will be disposed of. Sharps boxes should always be used for the disposal of needles and other sharps.

- i) No staff member will supply medicine (including aspirin or paracetamol) to students unless the procedures above have been followed. The school cannot dispense medicine to students who request it due to ailments such as headache or period pains (unless given permission by parents).

Record Keeping

For centrally retained medications the student's name, what is taken, date and time of the administration will be noted in a medicine book.

Misuse of Medicines

No student should supply medicine to another student.

Any student found supplying medicines (including aspirin or paracetamol) to other students will be sanctioned according to the school's Behaviour Management Policy. If these medicines are deemed to be 'drugs' (see Misuse of Drugs Policy for definition) a permanent exclusion may be considered.