



# **Bishop Fox's**

High Standards & High Expectations

## **Supporting students at school with medical conditions policy**

**No. 6.34**

**Date reviewed by Governors: October 2014**

**Next Review: October 2015**

## **Definition**

Most students will at some time have a medical condition that may affect their participation in school activities. For many this will be short term; perhaps finishing a course of medication.

Other students have medical conditions that, if not properly managed, could limit their access to education. Such pupils are regarded as having medical needs.

This school is an inclusive community that aims to support and welcome students with medical conditions. Section 100 of the Children and Families Act 2014 places a duty on schools to make arrangements for supporting students at school with medical conditions.

Bishop Fox's School understands that it has a responsibility to make the school welcoming and supportive to students with medical conditions (including both physical and mental health) who currently attend and to those who may enrol in the future.

Bishop Fox's aims to provide students with all medical conditions the same opportunities as others at school. We will help to ensure they properly supported in school so they can play a full and active role in school life, remain healthy and achieve their academic potential.

Students with medical conditions are encouraged to take control of their condition, feeling confident in the support they receive from the school to help them do this.

Bishop Fox's aims to include all pupils with medical conditions in all school activities.

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

Some children with medical conditions may be disabled. Where this is the case, Bishop Fox's School complies with our duty under the Equality Act 2010. Some students also have special educational needs (SEN) and may have a statement, or Education Health and Care (EHC) plan which brings together health and social needs as their SEN provision. For children with SEN, further guidance is available in the SEN code of practice.

Bishop Fox's ensures all staff understand their duty of care to children and young people in the event of an emergency and all staff feel confident in knowing what to do in an emergency.

All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact this can have on students. Staff

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

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

\* The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.

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

Students are informed and regularly reminded about the medical conditions policy:

- + through the school's student representative body
- + in the school newsletter at several intervals in the school year
- + in personal, social and health education (PSHE) classes
- + through school-wide communication about results of the monitoring and evaluation of the policy.

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

- + by including the policy statement in the school's prospectus and signposting access to the policy
- + at the start of the school year when communication is sent out about Healthcare Plans
- + in the school newsletter at several intervals in the school year
- + when their child is enrolled as a new student
- + via the school's website, where it is available all year round
- + through school-wide communication about results of the monitoring and evaluation of the policy.

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

- + through training and copies handed out at staff meetings throughout the school year and held on the staff admin computer drive.
- + at scheduled medical conditions training
- + through the key principles of the policy being displayed in several prominent staff areas at this school
- + through school-wide communication about results of the monitoring and evaluation of the policy
- + all supply and temporary staff are informed of the policy and their responsibilities through induction

Relevant local health staff are informed and regularly reminded about the school's medical conditions policy:

- + by letter accompanied with a printed copy of the policy at the start of the school year
- + via the school/community nurse

- + through communication about results of the monitoring and evaluation of the policy.

All other external stakeholders are informed and reminded about the school's medical conditions policy:

- + via the school's website, where it is available all year round

- + through communication about results of the monitoring and evaluation of the policy.

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

All staff at Bishop Fox's are aware of the most common serious medical conditions at this school.

Staff understand their duty of care to students in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.

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

All staff who work with groups of students at this school receive training and know what to do in an emergency for the students in their care with medical conditions. Training is refreshed for all staff at least once a year.

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 classrooms, kitchens and the staff room\*.

Bishop Fox's uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of students in their care who may need emergency help.

Bishop Fox's has procedures in place so that a copy of the student's Healthcare Plan is sent to the emergency care setting with the student. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.

\* Emergency procedure posters are provided in this pack for anaphylaxis, asthma, diabetes and epilepsy – see Appendix 2 or download from [www.medicalconditionsatschool.org.uk](http://www.medicalconditionsatschool.org.uk).

### **All staff understand and are trained in the school's general emergency procedures**

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 give
- + who to contact within the school.

Training is refreshed for all staff at least once a year.

Action to take in a general medical emergency is displayed in prominent locations for staff. These include classrooms, the staff room, food preparation areas and sporting facilities.

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. The school tries to ensure that the staff member will be one the student knows.

For students with an individual healthcare plan, this should clearly define what constitutes an emergency and explain what to do, including ensuring that all relevant staff are aware of the symptoms and procedures.

Generally, staff should not take students to hospital in their own car.

### **The school has clear guidance on the administration of medication at school**

Administration – emergency medication

All students at this school with medical conditions have **easy access to their emergency medication.**

All students 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. All students 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.

Students who do not carry and administer their own emergency medication know where their medication is stored and how to access it.

Students who do not carry and administer their own emergency medication understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their medication safely.

### **Administration – general**

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

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

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.

A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor.

If in doubt about any procedure staff should not administer the medicines but check with the parents or a health professional before taking further action. If staff have any other concerns related to administering medicine to a particular child, the issue should be discussed with the parent, if appropriate, or with a health professional attached to the school or setting.

Medication, e.g. for pain relief, should never be administered without first checking with maximum dosages and when the previous dose was taken. Parents should be consulted to give permission prior to any medication being administered and informed.

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

Bishop Fox's understands the importance of medication being taken as prescribed.

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

There are several members of staff at this school who have been specifically contracted to administer medication.

For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to students under the age of 16, but only with the written consent of the student's parent. Training is given to all staff members who agree to administer medication to students, where specific training is needed. The local authority provides full indemnity.

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.

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

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.

If a student refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.

If a student needs supervision or access to medication during home to school transport organised by the local authority, properly trained escorts are provided. All drivers and escorts have the same training as school staff, know what to do in a medical emergency and are aware of any students in their care who have specific needs. If they are expected to supervise or administer emergency medication they are properly trained and have access to the relevant Healthcare Plans.

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. This information is included in the Healthcare Plans.

If a trained member of staff, who is usually responsible for administering medication, is not available this school makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.

If a student misuses medication, either their own or another student's, their parents are informed as soon as possible. These students are subject to the school's usual consequence procedures.

### **Bishop Fox's has clear guidance on the storage of medication at school**

#### **Safe storage – emergency medication**

Emergency medication is readily available to students 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 up, the keys are readily available and not held personally by members of staff.

Most students carry their emergency medication on them at all times. Students keep their own emergency medication securely.

Students are reminded to carry their emergency medication with them.

Students, 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**

All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Students with medical conditions know where their medication is stored and how to access it.

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

#### **Safe storage – general**

There is an identified member of staff who ensures the correct storage of medication at school.

All controlled drugs are kept in a locked cupboard and only named staff have access, even if students normally administer the medication themselves.

Three times a year the identified member of staff checks the expiry dates for all medication stored at school.

The identified member of staff, along with the parents of students with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labeled with the student's name, the name and dose of the medication and the frequency of dose. This includes all medication that students carry themselves.

All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the student's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.

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

Some medication for students 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.

All medication is sent home with students at the end of the school year. Medication is not stored in 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**

Parents at this school are 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 is taken to a local pharmacy for safe disposal.

A named member of staff is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least three times a year and is always documented.

Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are 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 is responsible for its safe storage and return to a local pharmacy or to school or the student's parent.

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

## **Bishop Fox's School has clear guidance about record keeping**

### **Enrolment forms**

Parents 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 of new students starting at other times during the year are also asked to provide this information on enrolment forms.

### **Individual Healthcare Plans**

#### **Drawing up Healthcare Plans**

b. This school uses a Healthcare Plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required.

See Appendix 1 – Form 1

A Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of students with a long-term medical condition. This is sent:

- + at the start of the school year
- + at enrolment
- + when a diagnosis is first communicated to the school.

If a student has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent to the student's parents to complete. See Appendix 1 – Form 2

See Appendix 1 – Form 3a

The parents, healthcare professional and student with a medical condition, are asked to fill out the pupil's Healthcare Plan together. Parents then return these completed forms to the school.

Bishop Fox's 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.

The model process for developing individual healthcare plans can be seen in Annex A.

## **School Healthcare Plan register**

Healthcare Plans are used to create a centralised register of pupils with medical needs. An identified member of staff has responsibility for the register at this school.

The responsible member of staff follows up with the parents any further details on a student's Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

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

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.

Every student with a Healthcare Plan at this school has their plan discussed and reviewed at least once a year.

Upon student transition to another school, a copy of the student's current agreed Healthcare Plan will be sent to the new educational establishment.

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

Parents and student are provided with a copy of the student's current agreed Healthcare Plan.

Healthcare Plans are kept in a secure central location at school.

Apart from the central copy, specified members of staff (agreed by the student and parents) securely hold copies of students' Healthcare Plans. These copies are updated at the same time as the central copy.

All members of staff who work with groups of pupils have access to the Healthcare Plans of students in their care.

When a member of staff is new to a student group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the Healthcare Plans of students in their care. Staff are made aware of the healthcare plans of students through their induction procedure, including that of supply staff.

All staff protect student confidentiality.

We seek permission from parents to allow the Healthcare Plan to be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day. This permission is included on the Healthcare Plan.

We seek permission from the student and parents before sharing any medical information with any other party, such as when a student takes part in a work experience placement.

### **Use of Healthcare Plans**

Healthcare Plans are used by this school to:

- + inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care
- + remind students 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
- + identify common or important individual triggers for students with medical conditions at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of common triggers
- + ensure that all medication stored at school is within the expiry date
- + ensure this school's local emergency care services have a timely and accurate summary of a student's current medical management and healthcare in the event of an emergency
- + remind parents of students 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 student requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent on their child's Healthcare Plan giving the student or staff permission to administer medication on a regular/daily basis, if required. A separate form is sent to parents for students taking short courses of medication. No child under 16 should be given prescription or non-prescription medicine 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.

All parents of students with a medical condition who may require medication in an emergency are asked to provide consent on the Healthcare Plan for staff to administer medication.

If a student requires regular/daily help in administering their medication then the school outlines the school's agreement to administer this medication on the student's Healthcare Plan. The school and parents keep a copy of this agreement.

Parents of students with medical conditions at this school are all 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.

If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents should be informed so that alternative options can be considered.

## **Special Educational Needs**

Where a student has SEN but does not have a statement or EHC plan, their special educational needs should be mentioned in their individual healthcare plan.

Where a student has a special educational need identified in a statement or EHC plan, the individual healthcare plan should be linked to or become part of that statement or EHC plan.

## **Residential visits**

Parents are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the pupil's current condition and their overall health. This 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. See Appendix 1 – Form 5

All residential visit forms are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. These are accompanied by a copy of the student's Healthcare Plan.

All parents of students with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.

The residential visit form also details what medication and what dose the student 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 student manage their condition while they are away. See Appendix 1 – Form 5

## **Unacceptable practice**

It is not acceptable practice to:

Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary.

Assume that every child with the same condition requires the same treatment

Ignore the views of the child or their parents, or ignore medical evidence or opinion.

Send children with medical conditions home frequently or to prevent them from

staying for normal school activities, including lunch, unless this is specified in their individual healthcare plan.

If the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable

Penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments

Prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively

Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs

Prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.

### **Other record keeping**

We keep an accurate record of each occasion an individual student is given or supervised taking medication. Details of the supervising staff member, student, dose, date and time are recorded. If a student refuses to have medication administered, this is also recorded and parents are informed as soon as possible. Parents should be informed if their child has been unwell at school.

See Appendix 1 – Form 3a and 3b

cc. This school holds training on common medical conditions once a year. All staff attending receive a certificate confirming the type of training they have had. A log of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive training.

All school staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. The school keeps a register of staff who have had the relevant training.

See Appendix 1 – Form 4

An up-to-date list of members of staff who have agreed to administer medication and have received the relevant training is kept.

Bishop Fox's ensures that the whole school environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities

### **Physical environment**

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

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

We make a commitment to an accessible physical environment includes out-of-school visits. The school recognises that this sometimes means changing activities or locations.

### **Social interactions**

Bishop Fox's school ensures the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during recess/lunchtime and before and after school.

Bishop Fox's school ensures the needs of students 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.

All staff are aware of the potential social problems that students with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.

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

### **Exercise and physical activity**

Bishop Fox's school understands the importance of all students taking part in sports, games and activities.

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 students.

All classroom teachers, PE teachers and sports coaches understand that students should not be forced to take part in an activity if they feel unwell.

Teachers and sports coaches are aware of students in their care who have been advised to avoid or to take special precautions with particular activities.

All PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for students' medical conditions when exercising and how to minimize these triggers.

All students have the appropriate medication or food with them during physical activity and that students take them when needed.

All students with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

### **Education and learning**

Bishop Fox's ensures that all students with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.

If a student is missing a lot of 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.

Teachers are aware of the potential for students with medical conditions to have special educational needs (SEN). Students with medical conditions who are finding it difficult to keep up with their studies are referred to the FLC Manager who co-ordinates SEN. The school's SEN coordinator consults the student, parents and the student's healthcare professional to ensure the effect of the student's condition on their schoolwork is properly considered.

Students at this school learn about what to do in the event of a medical emergency.

### **Residential visits**

Risk assessments are carried out prior to any out-of-school visit and medical conditions are considered during this process. Factors considered include: how all students 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.

Bishop Fox's school understands that there may be additional medication, equipment or other factors to consider when planning residential visits. As a part of this, we consider additional medication and facilities that are normally available at school.

Risk assessments are carried out before students start any work experience or off-site educational placement. It is Bishop Fox's responsibility to ensure that the placement is suitable for the student. Permission is sought from the student and their parents before any medical information is shared with an employer or other

education provider.

**Bishop Fox's is aware of the common triggers that can make medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this**

Bishop Fox's is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.

School staff have been given training on medical conditions. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions. Whole school training takes place through the inset programme and identified staff meetings that are held at the start of terms and throughout the academic year.

Written information about how to avoid common triggers for medical conditions has been provided to all school staff.

See Appendix 1 – Form 6

Bishop Fox's school uses Healthcare Plans to identify individual students who are sensitive to particular triggers. The school has a detailed action plan to ensure these individual students remain safe during all lessons and activities throughout the school day.

Full health and safety risk assessments are carried out on all out-of-school activities before they are approved, including work experience placements and residential visits, taking into account the needs of students with medical conditions.

Bishop Fox's reviews medical emergencies and incidents to see how they could have been avoided. The school's policy will be reviewed annually and accessible on the school admin drive. Appropriate changes to this school's policy and procedures are implemented after each review.

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

Bishop Fox's school works in partnership with all interested and relevant parties including the school's governing body, all school staff, parents, employers, community healthcare professionals and students to ensure the policy is planned, implemented and maintained successfully.

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

## **The governing body**

### **The governing body has a responsibility to:**

- + The governing body ensures that arrangements are in place to support students with medical conditions, to ensure that students can access and enjoy the same opportunities at school as any other child.
- + 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
- + 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
- + report to parents, students and school staff about the successes and areas for improvement of this school's medical conditions policy
- + provide indemnity for staff who volunteer to administer medication to students with medical conditions. These policies are available for staff to view on the admin drive.

## **Head teacher**

### **This school's head teacher 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
- + ensure that the school liaise effectively between interested parties including students, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents, governors, the school health service, the local authority transport service, and local emergency care services
- + ensure every aspect of the policy is maintained
- + monitor and review the policy at least once a year, with input from students, 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.
- + ensure the policy is put into action, with good communication of the policy to all staff including briefing supply teachers through the use of a delegated member of staff.
- + delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register

## **Lead Welfare and First Aider**

- + ensure that the school nurse or relevant professional is contacted in the case of any student that may require support at school.
- + ensure that all Medical Care Plans are completed and up to date, with appropriate

reviews and communication between professionals, parents, school staff and external agencies

- + ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using students' Healthcare Plans

- + ensure student confidentiality

- + ensure that the training and development needs of staff are assessed and arrange for them to be met

- + ensure all supply teachers and new staff know 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

- + understand the school's medical conditions policy

- + know which students in their care have a medical condition and be familiar with the content of the student's Healthcare Plan

- + 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

- + understand the common medical conditions and the impact it can have on students (students should not be forced to take part in any activity if they feel unwell)

- + 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 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 student 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.

### **First aider**

#### **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 with the school
- + when necessary ensure that an ambulance or other professional medical help is called.

### **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 students have a medical condition and which have special educational needs because of their condition
- + ensure students who have been unwell catch up on missed schoolwork
- + ensure teachers make the necessary arrangements if a student needs special consideration or access arrangements in exams or course work.

### **Pastoral support/welfare officer**

#### **The pastoral support/welfare officer at this school has the responsibility to:**

- + help update the school's medical conditions policy
- + know which students have a medical condition and which have special educational needs because of their condition
- + ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in.

### **Local doctors and specialist healthcare professionals**

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

- + complete the student'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 children and young people know how to self manage their condition
- + 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 student and their parents)
- + understand and provide input in to the school's medical conditions policy.

## **Emergency care services**

### **Emergency care service personnel in this area have a responsibility to:**

- + have an agreed system for receiving information held by the school about children and young people's medical conditions, to ensure best possible care
- + understand and provide input in to the school's medical conditions policy.

## **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
- + let any student 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
- + ensure a member of staff is called in an emergency situation.

## **Parents\***

### **The parents of a child 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 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
- + keep their 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 their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

\* The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.

**The medical conditions policy is regularly reviewed evaluated and updated.  
Updates are produced every year**

Bishop Fox's school's medical condition policy is reviewed, evaluated and updated every year in line with the school's policy review timeline.

New Department for Children, Families and Schools and Department of Health guidance is actively sought and fed into the review.

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:

- + students
- + parents
- + school nurse and/or school healthcare professionals
- + headteacher
- + teachers
- + special education needs coordinator
- + pastoral support/welfare officer
- + first aider
- + all other school staff
- + local emergency care service staff (including accident & emergency and ambulance staff)
- + local health professionals
- + the school employer
- + school governors.

The views of students with various medical conditions are actively sought and considered central to the evaluation process.

**Complaints**

Should parents or students be dissatisfied with the support provided they should follow the school complaints procedure.

## **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 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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