



**Mayesbrook Park School**

Alternative Provision for young people in Barking and Dagenham

# **DRAFT - SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS**

**2017-2018**

# SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY

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# Supporting pupils at school with medical conditions Policy

**Mayesbrook Park School (MPS) is an inclusive community that aims to support and welcome pupils with medical conditions**

Key Points – MPS and its Governing body are committed to:

- Students at school with medical conditions being properly supported so that they have full access to education, including school trips and physical education.
- The Governing body ensures that arrangements are in place in school to support students with medical conditions.
- The Governing body ensures that school leaders consult health and social care professionals, Students and parents to ensure that the needs of children with medical conditions are effectively supported.

MPS understands that it has a responsibility to make the school welcoming and supportive to students with medical conditions who currently attend and to those who may enrol in the future.

The school aims to provide all children with all medical conditions the same opportunities as others at school. We will help to ensure they can:

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

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

MPS aims to include all students with medical conditions in all school activities on an individual basis.

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

The school ensures all staff understands their duty of care to children and young people in the event of an emergency and that staff are aware of what to do in a medical emergency.

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

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

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

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

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

- Students with medical conditions:
- Parents
- School nurse
- Head of Service, Head teachers and Senior Leadership Team
- Special Education Needs Coordinators
- Members of staff trained in first aid
- All other school staff
- Local healthcare professionals
- School governors

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

All key stakeholders were consulted on a draft policy before publication.

The school recognizes 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.

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

The governing body ensure that the arrangements outlined below on how the school's policy is implemented effectively. Details include:

- A commitment that all relevant staff will be made aware of the child's condition.
- Cover arrangements in case of staff absence or staff turnover to ensure someone is always available.
- Booklet for supply teachers
- Risk assessments for school visits, holidays and other school activities outside of the normal timetable
- Monitoring of individual healthcare plans.

Students are informed and regularly reminded about the medical conditions policy. This is carried out in various ways:

- through the school's student representative body
- in the school newsletter at several intervals in the school year and the school website
- 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 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

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

- through briefing papers that are distributed at the first staff meeting of the school year
- at scheduled medical conditions training

- through the Policy Flow Chart being displayed in the Staff rooms, Receptions and Attendance offices
- 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 in their Welcome to MPS Staff Handbook – distributed through the office

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 primary care trust (PCT) links and the school/community nurse

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

- by letter accompanied with a printed copy of the policy summary at the start of the school year

**The Head of Service has overall responsibility for the development and implementation of this policy. The Headteachers are currently delegated as the Teacher responsible for students with medical needs.**

**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 MPS are aware of the most common serious medical conditions at the school and 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. Only registered first aiders would administer medication

- All staff who work with groups of students at this school receive basic awareness training and know what to do in an emergency for the students in their care with medical conditions.
- **A briefing for all staff** is held annually on the first INSET Day and an attendance record is kept.
- Updates on a regular basis via school meetings and the schools internal news bulletin
- Specialist training is refreshed for First Aid trained staff at least once a year for the major medical concerns. All First Aid Training is refreshed every three years.

Action for staff to take in a medical emergency at this school is displayed in all teaching areas, Reception, Attendance and the Staff Rooms.

MPS uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of students in their care who may need emergency help and the immediate actions they should take in the event of an emergency.

MPS has procedures in place so that a copy of the student's Healthcare Plan is handed to the Emergency Services if they are required to attend school for an emergency.

If a student needs to be taken to hospital, a parent/carer or a member of staff will always accompany them and will stay with them until a parent or carer arrives. Emergency services will always be used in these circumstances, however, in extreme circumstances, another method maybe required. E.g. members of staff taking students in the school minibus or their own vehicles if agreed. Parental consent will be sought before taking this action.

**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 first aid trained staff (and the reserve member of staff) to assist in helping them take their medication safely.

## **Administration – general**

### **Managing medicines on school premises**

- 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. Schools should set out the circumstances in which non-prescription medicines may be administered
- 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
- where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours
- schools 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. No medication will be administered if it is out of date.
- all medicines should be stored safely. Medication is stored in an outer container which displays a photograph of the child to ensure no confusion. All instructions must be kept with the medication in the said container. 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
- 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. Monitoring arrangements may be necessary. Schools should otherwise keep controlled drugs that have been prescribed for a student 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

- school 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
- when no longer required, medicines should be returned to the parent to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps

Training is given to all first aid trained members of staff who agree to administer medication to students, where specific training is needed. The local authority provides full indemnity.

Parents and carers at this school 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. The school has a duty to ensure that the Health Care Plan reflects any changes that are made.

If a student refuses their medication, staff record this and follow procedures to ensure that the named Health Care Professional within school is notified. 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 drawn up by the school.

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.

MPS has a number of first aid trained members of staff, who are responsible for administering medication. 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 disciplinary procedures.

## **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 away, the keys are readily available and not held personally by members of staff. All medication that is held by the school is in Reception.

Some students at this school carry their emergency medication on them at all times. Students are responsible for keeping their own emergency medication securely.

Students, whose healthcare professionals and parents advise the school that their child is not able to self-manage and carry their own emergency medication, know exactly where to access their emergency medication. This is written into the Health Care Plan.

### **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. All medication is kept in Reception.

First Aid trained 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. This is the Assistant School Business Manager

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

The school does not hold stocks of medication for students. Parents are responsible for ensuring that there is an adequate supply of medication within school to last for the full half term.

The first aid trained 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 labelled with the student's name, dose of the medication and the frequency of dose. All medication is supplied and stored 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 at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised students 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 and subsequent half term.

### **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.

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.

### **Record keeping**

### **Enrolment forms**

Parents at this school 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.

### **Healthcare Plans**

## Drawing up Healthcare Plans

The Governing Body ensures that if a medical condition is notified to the school the following procedure will be adhered to:

MPS 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 – copy of care plan**

The Health Care Plan is written and agreed between School Nurse, Parent/Carer, student and the School SENDCO. This is sent:

- at the start of the school year
- at admission
- when a diagnosis is first communicated to the school – ideally within two weeks

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

If a student has a short-term medical condition that requires medication during school hours, oral medication may be self-administered under the direction of the Office Manager.. Students with long-term medical conditions have a Health Care Plan which contains detailed Information on the administration of medication.

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

MPS ensures that a relevant member of school staff is also present, if required to help draw up a Healthcare Plan for students with complex healthcare or educational needs. The post holder of SENDCO undertakes these meetings.

### **School Healthcare Plan register**

Healthcare Plans are used to create a centralised register of students with medical needs. An identified member of staff has responsibility for the register at this school. The post holder of SENDCO undertakes these duties.

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 of students at MPS 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.

As a school there is a process for reviewing medical information and healthcare plans throughout the year. The school uses transition days, induction days, Key Worker communication meetings and parents evenings to ensure that information held by the school on a student's condition is accurate and up to date.

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

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

Parents and students at MPS 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. Currently copies are held in the main office (for emergency first aid administration and emergency services use), by the office manager.

All members of staff who work with groups of students have access to the Healthcare Plans of students in their care. All staff are encouraged to mark on their seating plans (private document) who in their classes have a medical plan ensuring they clearly can identify each student and know what emergency action they must take on their risk assessment.

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 seating plans of students in their care and the risk assessment.

MPS ensures that all staff protect student confidentiality.

This school seeks 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 student 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 first aid trained staff permission to supervise self-administration of medication on a regular/daily basis, if required.

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 first aid trained 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. Liquids must be able to be measured out independently and the student place in their own mouth. The school and parents keep a copy of this agreement. All medical forms are kept in the main office. Medication will only be administered with full instructions and authorization from parents.

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.

### **Residential visits – risk assessments (Deputy Headteacher with responsibility for school trips)**

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 student's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the student manage their condition while they are away. This includes information about medication not normally taken during school hours.

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 first aid trained 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. This needs to be checked with the Headteacher.

### **Other record keeping**

MPS keeps 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, Head of Primary, Head of Year and Head of Curriculum Access are notified.

MPS holds training on specialist 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. The postholder of SENDCO in both phases undertakes this duty.

**This school 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**

MPS is 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.

This school's commitment to an accessible physical environment includes out-of-school visits. The school recognises that this sometimes means adapting activities or locations. The school produces an Accessibility Plan to ensure that it is able to meet the needs of all students including those with Medical Plans.

### **Social interactions**

MPS ensures the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.

MPS 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 at this school 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**

MPS understands the importance of all students taking part in sports, games and activities. The school ensures 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.

The school ensures 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.

The school ensures 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.

The school ensures all students have the appropriate medication or food with them during physical activity and that students take them when needed.

MPS ensures all students with medical conditions are actively encouraged to take part in out-of-school clubs and team sports. Identified areas within the curriculum are required to carry out risk assessments for groups of students and ensure that strategies are in place to manage any heightened risk.

Staff working in increased risk areas – e.g. Technology, Science and PE will be encouraged to be trained in first aid.

### **Education and learning**

MPS ensures that students with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided where necessary.

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. Arrangements are made to ensure that students are supported through episodes to ensure that they do not fall behind. These identified students are monitored via the weekly Vulnerable Pupil Panel.

Teachers at this school 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 SEN coordinators. The school's SEN coordinators consult the student, parents and the student's healthcare professional to ensure the effect of the student's condition on their schoolwork is properly considered.

MPS ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum where appropriate.

Residential visits (Deputy Headteacher with responsibility for school trips)

Risk assessments are carried out by this school prior to any out-of-school visit and medical conditions are considered during this process. Factors the school considers 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.

MPS understands that there may be additional medication, equipment or other factors to consider when planning residential visits. The school considers additional medication and facilities that are normally available at school – seeking borough advice as necessary.

Risk assessments are carried out before students start any work experience or off-site educational placement. The school is consulted by Connexions to ensure that the placement is suitable, including travel to and from the venue 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.

**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.**

MPS is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits. School first aid 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.

The school has a list of common triggers for the common medical conditions at this school. The school has written a trigger reduction schedule and is actively working towards reducing or eliminating these health and safety risks. (SEN Co-ordinator both phases)

Written information about how to avoid common triggers for medical conditions has been provided to all school staff. (SEN Coordinator both phases)

MPS uses Healthcare Plans to identify individual students who are sensitive to particular triggers. The school has an overall risk assessment that plans to ensure where ever possible that 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. – Deputy Headteacher with responsibility for school trips)

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

MPS 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.

### **Employer**

#### **MPS 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. (Deputy Headteacher with responsibility for school trips)
- ensure policies and risk assessments are inclusive of the needs of students with medical conditions

**MPS head teachers have 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, and special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents, governors, the school health service and the local authority transport service.
- ensure the Supporting students at school with medical conditions policy is put into action, with good communication of the policy to all
- ensure every aspect of the policy is maintained
- ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using students' Healthcare Plans
- ensure student confidentiality
- assess the training and development needs of staff and arrange for them to be met
- ensure all supply teachers and new staff know the medical conditions policy
- delegate a staff member to maintain the school medical conditions register
- 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.

**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 student's identified needs
- allow all students to have immediate access to their emergency medication
- maintain effective communication with parents including informing them if their child is or 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, food and fresh drinking water with them during any exercise and are allowed to take it when needed.

**Teachers at this school have a responsibility to:**

- ensure students who have been unwell and missed several lessons, 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 other relevant support staff 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.

**Personal Care Staff at this school have a responsibility to:-**

- Equipment will be provided in a specialist room. Equipment will be serviced in accordance with guidelines.
- Equipment used following Risk Assessment for each student
- Staff will follow the safest control measures to ensure Health and Safety met for both students and staff
- Complete training in line with Health and Safety Regulations

**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.
- Support in the creation of student & student Health Care Plans (HCPs).
- Attend meetings where HCPs are being created or reviewed or meetings where student medical details or conditions are a key factor.

**First aiders at this school have a responsibility to:**

- Give urgent immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school
- when necessary, liaise with the Office Manager - Reception to ensure that an ambulance or other professional medical help is called and relevant documents provided

**Special educational needs coordinators at this school have the responsibility to:**

- help update the school's medical condition policy
- ensure staff are kept updated re medical conditions and procedures for students
- liaise effectively with parents to support students with medical conditions
- maintain and update the Primary 'Alert' Registers for office staff, teachers, TAs and midday assistants.
- Liaise with other professionals involved in student care – EPCS, SALT, CAMHS, CDT, OT, School Nursing and all others as is required for students with medical conditions.
- 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.

**Local doctors and specialist healthcare professionals**

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

- contribute as necessary to 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
- 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)

## Emergency care services

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

- receive information held by the school about children and young people's medical conditions, to ensure best possible care

## 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 aware
- 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/carers

### **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 and 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 in written form (changed prescription)
- 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.
- Carry out agreed actions involving medical professionals
- Ensure that they are and a nominated other responsible adult is - contactable at all times

## Complaints

MPS has a complaints procedure. Details of which can be provided on request or can be easily accessed via the school webpage.

### **Unacceptable practice**

The Governing Body ensure that the school's policy is explicit about what practice is not acceptable. It is not generally 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 (although this may be challenged);
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- 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, eg 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. (See section on Personal Care) 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, eg by requiring parents to accompany the child in order to support with medical needs.

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

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

New Department for Education guidance is actively sought and fed into the review.

In evaluating the policy, MPS 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
- headteachers
- teachers
- special education needs coordinator
- pastoral support
- first aider
- all other school 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.

#### **Reference Documents**

Supporting students at School with Medical Condition April 2014

Department for Education.

Childrens & Families Act 2014

Equality Act 2010

SEN Code of Practice 2014/15 19