



St Mary's  
Colchester

## Medical Conditions Policy

St Mary's School is an inclusive community that welcomes and supports pupils with medical conditions. This procedure explains the guidelines the school will follow in order to provide a safe environment for your child.

The school has a responsibility to ensure that staff:

- understand their duty of care to children and young people in the event of an emergency
- feel confident in knowing what to do in an emergency
- understand that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood
- understand the importance of medication and care being taken as directed by healthcare professionals and parents
- understand the medical conditions that affect pupils at St Mary's
- receive training on the impact medical conditions can have on pupils

### **1. St Mary's School is an inclusive community that supports and welcomes pupils with medical conditions. This school understands that it has a responsibility to:**

- Make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may register in the future
- 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 and achieve economic wellbeing
- Encourage pupils with medical conditions to take control of their condition
- Include all pupils with medical conditions in all school activities
- Ensure parents/carers of pupils with medical conditions are aware of the care their children receive at this school
- Ensure all staff understand their duty of care to children and young people in the event of an emergency
- Ensure all staff have access to information about what to do in an emergency
- Ensure all staff understand that certain medical conditions are serious and can be potentially life-threatening, particularly if poorly managed or misunderstood
- Ensure all staff have an understanding of the common medical conditions that may affect children at this school

The Senior Leadership Team is responsible for ensuring staff receive regular updates and will liaise with outside agencies for professional advice if needed.

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

- Parent/carers are informed about the medical conditions procedure, which is available on the school website.

- School staff are informed and regularly reminded about the school's medical conditions procedure through staff meetings, the staff handbook and through scheduled medical conditions updates
- Temporary/supply staff are informed of the procedure and their responsibilities of any medical needs or Individual healthcare plans related to the children in their care and how to respond in emergencies
- Staff are made aware of any Individual healthcare plans related to their teaching groups

### **3. All teaching staff and First Aiders understand and are trained in what to do in an emergency for children with medical conditions at this school**

- Teaching staff and First Aiders at this school are aware of the most common serious conditions at this school
- Staff understand their duty of care to pupils both before, during and after the school day, 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/carer. This may include administering medication
- Staff receive updates for asthma and other medical needs and know how to act in an emergency. Additional training is prioritised for key staff who work with children who have specific medical conditions which are supported by an Individual healthcare plan
- The action required for staff to take in an emergency for the common serious conditions at the school are displayed in prominent locations including classrooms, school kitchens, staff room and school office
- The school uses Individual healthcare plans to inform the appropriate staff (including supply teachers and support staff) of pupils with complex health needs in their care who may need emergency help
- The school has procedures in place so that a copy of the pupil's Individual healthcare plan is sent to the emergency care setting with the pupil. 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
- If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The child will not be taken in a staff member's car. The school will try to ensure that the staff member will be one that the pupil knows. The staff member concerned should always inform a member of the Senior Leadership Team

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

- The school understands the importance of medication being taken and care received as detailed in the pupil's Individual healthcare plan
- The school will ensure that there are several members of staff who have been trained to administer the medication and meet the care needs of an individual child. We will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies
- The school will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances, and every effort will be made to encourage the child to involve their parent, while respecting their confidentiality
- (Lower School Only) When administering prescribed medication, parents must fill in a medical form informing school when the dosage was last given. (Senior School Only) No prescribed medicines are administered

- The school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays
- If a pupil refuses to take their medication, staff will record this and inform the parent/carer of this non-compliance as soon as possible
- It is the responsibility of the parents to inform the school immediately if their child's needs change.
- If a pupil misuses their medication or anyone else's, their parents will be informed as soon as possible and the school's disciplinary procedures will be followed

## **5. The school has clear guidance on the storage of medication and equipment in school**

### **Emergency medication**

- Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff
- If the pupil concerned is involved in extended school services then specific arrangements and risk assessments will be agreed with the parent and appropriate staff involved

### **Non-emergency medication**

- All non-emergency medication is kept secure in a lockable cupboard and in a cool dry place. Pupils with medical conditions know where their medication is stored and how to access it
- Staff ensure that medication is accessible only to those for whom it is prescribed

### **General**

- The school has an identified member of staff who ensures the correct storage of medication at school
- All controlled drugs are kept in a locked cupboard to which only named staff have access
- The identified member of staff checks the expiry dates for all medication stored at school on a termly basis
- The identified member of staff, along with the parent/carer of pupils with medical conditions, ensures that all emergency and non-emergency medication brought into school is clearly labelled with the pupil's name, the name of the medication, route of administration, dose and frequency and its expiry date
- Medication is stored in accordance with the manufacturer's instructions. Some medication for pupils at the 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 made inaccessible to unsupervised pupils or locked as appropriate
- All medication (including blue inhalers) are sent home with pupils at the end of the school term
- It is the parents/carers' responsibility to ensure that the school receives new and in-date medication along with the appropriate instructions for its use

### **Safe disposal**

- Parents/carers are asked to collect out-of-date medication
- If parents/carers do not pick up out-of-date medication, and/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 termly
- Sharps boxes are used for the disposal of needles. Parents/carers obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in 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, to school or to the pupil's parent
- Collection and disposal of sharps boxes is arranged with the local authority's environmental services

## **6. This school has clear guidance about record keeping for pupils with medical conditions**

### **Registration forms**

- Parents/carers at the school are asked if their child has any medical conditions
- (Lower School Only) If a pupil has a short-term medical condition that requires medication during school hours (e.g. antibiotics to clear a chest infection), a medication form giving parental consent must be completed before any medicines can be administered

### **Individual healthcare plans**

- The school uses an Individual healthcare plan for children with complex health needs to record important details about the individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. The following are examples of complex health needs which may generate an Individual healthcare plan following discussions with the school
  - Diabetes
  - Gastrostomy feeds
  - A tracheostomy
  - Anaphylaxis
  - Severe asthma that has required a hospital admission within the last 12 months
  - Epilepsy with rescue medication
- An Individual healthcare plan, accompanied by an explanation of what and how it is used, is sent to all parents/carers of pupils with a complex health need. This is sent at the start of the school year; at registration; when a diagnosis is first communicated to the school; transition discussion and new diagnosis
- It is the parent's responsibility to fill in the Individual healthcare plan and return the completed form to the school. If the school does not receive an Individual healthcare plan, all school staff should follow standard first aid measures in an emergency. The school will contact the parent/carer if health information has not been returned. If an Individual healthcare plan has not been completed, the school will contact the parents and may convene a Team around the Child meeting or consider safeguarding children procedures if necessary
- The finalised plan will be given to parents/carers and school
- The school will ensure that a relevant member of school staff is present, if required, to help draw up an Individual healthcare plan for pupils with complex health or educational needs

### **School Individual healthcare plan register**

- Individual healthcare plans are used to create a centralised register detailing complex health needs. An identified member of school staff has responsibility

for the register at this school. The school has ensured that there is a clear and accessible system for identifying pupils with health plans/medical needs such as names being 'flagged' on the Management Information System (MIS) as well as photographs of the pupils in the staff room. A robust procedure is in place to ensure that the child's record, contact detail and any changes to the administration of medicines, condition, treatment or incidents of ill health in the school is updated on the school's records

- The responsible member of school staff follows up with the parents/carers and health professional if further detail on a pupil's Individual healthcare plan is required or if permission or administration of medication is unclear or incomplete

### **Ongoing communication and review of Individual healthcare plans**

- Parents/carers are regularly reminded to update their child's Individual healthcare plan if their child has a medical emergency, if there have been changes to their symptoms (getting better or worse), or their medication and treatments change. Each Individual healthcare plan will have a review date. Parents/carers will be given a designated person to whom they must direct any additional information, letters or health guidance, in order that the necessary records are altered quickly and the necessary information disseminated

### **Use of Individual healthcare plans**

#### **Individual healthcare plans are used by this school to:**

- Inform the appropriate staff about the individual needs of a pupil with complex health need in their care
- Identify important individual triggers for pupils with complex health needs at school that bring on symptoms and can cause emergencies. The school uses this information to help reduce the impact of triggers
- Ensure that the school's emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in an emergency

### **Consent to administer medicines**

- If a pupil requires regular prescribed medication at school, parents/carers are asked to provide consent on the child's medication plan giving the pupil or staff permission to administer medication on a regular/daily basis, if required
- All parents/carers for pupils with a complex health need who may require medication in an emergency are asked to provide consent on the Individual healthcare plan for staff to administer medication

### **Residential visits**

- Parents/carers are sent a residential visit form to be completed and returned to school before their child leaves for an overnight or extended day visit. The 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 to help the pupil manage their condition while they are away. This includes information about medication not normally taken during the school hours
- All residential visit forms are taken by the relevant staff member on visits where medication is required. These are accompanied by a copy of the pupil's Individual healthcare plan
- All parents/carers of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to supervise administration of medication at night or in the morning if required

- The residential visit form also details the medication and dosage the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff to help the pupil manage their condition while they are away. A copy of the Individual healthcare plan and equipment/medication must be taken on off-site activities

#### **Record of Awareness Raising Updates and Training**

- The school holds updates on common medical conditions once a year. A record of the content and attendance of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive updates
- All school staff who volunteer or who are contracted to administer emergency medication are provided with training, as appropriate.
- The school keeps a register of staff who have had the relevant training. The school assesses the number of first aiders that needs and ensures that the first aiders are suitably trained to carry out their responsibilities

### **7. This school ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities**

#### **Physical environment**

- The school is committed to providing a physical environment that is as accessible as possible to pupils with medical conditions
- The school aims to meet the needs of pupils with medical conditions and to ensure that the physical environment at this school is as accessible as possible
- The school's commitment to an accessible physical environment includes that which is out-of-school; it also recognises that this may sometimes mean changing activities or locations

#### **Social interaction**

- The school ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school
- The school ensures the needs of pupils with medical conditions are adequately considered to ensure they have access to extended school activities such as breakfast club, school productions, after school activities and residential visits
- All staff at this school are aware of the potential social problems that pupils 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 (PSHEE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment

#### **Exercise and physical activity**

- The school understands the importance of all pupils taking part in sports, games and activities
- The school seeks to ensure all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to ensure that physical activity is accessible to all pupils
- The school seeks to ensure that all classroom teachers, PE teachers and sports coaches understand that if a pupil reports that they are feeling unwell, the teacher should seek guidance before considering whether they should take part in an activity

- Teachers and sports coaches are aware of pupils in their care who have been advised by a healthcare professional, to avoid or to take special precautions with particular activities
- This school ensures all PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.
- The school seeks to ensure that all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed
- The school ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports

### **Education and learning**

- The school ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided
- Teachers at the school are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SENCO/Learning Hub Leader

### **Risk Assessments**

- Risk assessments are carried out by the school prior to any out-of-school visit or off site provision and medical conditions are considered as part of this process
- The school understands that there may be additional medication or equipment which needs to be considered when planning a residential visit or off site activity

## **8. This school is aware of the triggers that can make medical conditions worse or can bring on an emergency. The school is actively working towards reducing these health and safety risks**

- The school is committed to working towards reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits
- School staff have been updated on medical conditions. This update includes information on how to avoid and reduce exposure to triggers for common medical conditions

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

- The school works in partnership with all interested and relevant parties including the school's governing body, school staff, community healthcare professionals and any relevant emergency practitioner to ensure the procedure is planned, implemented and maintained successfully

## **10. The medical conditions procedure is regularly reviewed, evaluated and updated.**

- The school's medical condition procedure is reviewed, evaluated and updated in line with the school's procedure review timeline – every three years, or earlier if necessary
- The views of pupils with various medical conditions may be sought and are considered central to the evaluation process

Reviewed/Approved: December 2019  
Next Review: Autumn 2020