

## **POLICY FOR SUPPORTING PUPILS WITH MEDICAL CONDITIONS**

This document was developed and approved by the Governing Body in November 2014 and most recently reviewed in June 2020. The policy is reviewed every year. This is a key document of the school and it applies to all staff of Alverton School. The policy is available on the website.

### **Introduction**

Alverton School is an inclusive community that aims to support and welcome pupils with medical conditions.

The 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 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.

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

The school aims to include all pupils with medical conditions in all school activities. Parents\* of pupils with medical conditions feel secure in the care their children receive at this school.

The school ensures all staff understand their duty of care to children and young people in the event of an emergency.

All staff feel confident in knowing what to do in an 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. Staff receive training on the impact this can have on pupils.

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.

## **Consultation**

The school 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:

- pupils with medical conditions
- parents
- school nurse
- headteacher
- teachers
- special educational needs coordinator
- pastoral care/welfare officer
- members of staff trained in first aid
- all other school staff
- local healthcare professionals
- the school employer
- school governors.

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

All key stakeholders were consulted in two phases:

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

This school recognises the importance of providing feedback to those involved in the development process and is committed to acknowledging input and providing follow-up to suggestions put forward.

## **Communication**

Parents are informed about the medical conditions policy which is published on our website.

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

## **Medical Emergencies**

All staff at this school are aware of the most common serious medical conditions at this school.

Staff at this school understand their duty of care to pupils 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.

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

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

The school uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help. The school has procedures in place so that a copy of the pupil's 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.

Healthcare Plans would go with the pupil to the hospital in the event of an emergency.

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 when necessary.

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

Generally, staff should not take pupils to hospital in their own car. This school has clear guidance from the local authority on when (and if) this is appropriate.

### **Administration of medication at school**

From the TPAT Health and Safety Policy (January 2019)

The Truro and Penwith Academy Trust and its schools recognise that some students will require medication during the school day or for trips and visits. The schools within Truro and Penwith Academy Trust will adopt and follow the Department for Education's guidance on managing medicines in schools and Early Years (link attached).

<http://www.gov.uk/government/publications/managing-medicines-in-schools-and-early-years-settings>

The School does not keep or dispense any medication other than salbutamol for use with emergency asthma kit. The School will dispense medication for pupils who have been prescribed medication by a medical practitioner and it is accompanied by a consent form, signed and dated by the parent or guardian. All medicine must have the child's name and class clearly indicated. If a parent/guardian wishes their child to have access to non-prescription medication whilst in School they will need to complete, sign and date a Consent Form and provide the medication with the child's name and class clearly identified. The School will not hold any medication other than that supplied by the Parent/Guardian accompanied by the appropriate consent.

Alverton School's Administration of Medicine Policy

Administration – emergency medication

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

If appropriate, pupils can carry and administer their own emergency medication - when their parents and health specialists determine they are able to start taking responsibility for their condition. If appropriate, all pupils 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.

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

Pupils 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 pupil can administer the medication themselves, is done under the supervision of a member of staff at this school.

This school 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 pupil taking medication unless they have been specifically contracted to do so.

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

Many other members of staff are happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to pupils under the age of 16, but only with the written consent of the pupil's parent.

Training is given to all staff members who agree to administer medication to pupils, where specific training is needed.

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 pupil, and preferably witnessed by a second adult.

Parents 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.

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

If a pupil at this school 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 pupils 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 pupils 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.

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 pupil misuses medication, either their own or another pupil's, their parents are informed as soon as possible. These pupils are subject to the school's usual disciplinary procedures.

## **Storage of medication at school**

### Safe storage – of all medication

All 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.

Pupils, 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 cool dry place. Pupils 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.

All medication is sent home with pupils 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 are reminded at the beginning of the term 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 School Secretary is responsible for checking the dates of medication and arranging for the disposal of any that have expired.

Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or pediatrician 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 pupil's parent.

Collection and disposal of sharps boxes is arranged by the parents.

## **Record Keeping**

### Enrolment forms

Parents at this school are asked if their child has any health conditions or health issues on the data collection form. Parents of new pupils starting at other times during the year are also asked to provide this information on an enrolment form.

### Drawing up Healthcare Plans

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. This information comes from the child's GP.

A Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of pupils 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 pupil has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent to the pupil's parents to complete.

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

This school 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.

### School Healthcare Plan register

Healthcare Plans are used to create a centralised register of pupils with medical needs.

The School Secretary has responsibility for the register at this school.

The School Secretary follows up with the parents any further details on a pupil's Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

### Ongoing communication and review of Healthcare Plans

Parents at this school 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.

Staff at this school use opportunities such as teacher–parent interviews and home–school diaries to check that information held by the school on a pupil's condition is accurate and up to date.

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

#### Storage and access to Healthcare Plans

Parents and pupils at this school are provided with a copy of the pupil's current agreed Healthcare Plan.

Healthcare Plans are kept in a central location at school.

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

When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the Healthcare Plans of pupils in their care.

The school ensures that all staff protect pupil confidentiality.

The school seeks 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.

The school seeks permission from the pupil and parents before sharing any medical information with any other party, such as when a pupil 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 pupils with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times
- identify common or important individual triggers for pupils 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 pupil's current medical management and healthcare in the event of an emergency
- remind parents of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

#### Consent to administer medicines

If a pupil requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent on their child's Healthcare Plan giving the pupil or staff permission to administer medication on a regular/daily basis, if required. A separate form is sent to parents for pupils taking short courses of medication.

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

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

#### 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.

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 pupil's Healthcare Plan.

All parents of pupils 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 pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away.

#### Other record keeping

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

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

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

### **Inclusive environment**

#### Physical environment

The school is committed to providing a physical environment that is accessible to pupils with medical conditions.

This school's commitment to an accessible physical environment includes out-of-school visits. The school recognises that this sometimes means changing activities or locations.

#### Social interactions



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 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 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 (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

### Exercise and physical activity

This school understands the importance of all pupils 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 pupils.

The school ensures all classroom teachers, PE teachers and sports coaches understand that pupils should not be forced to take part in an activity if they feel unwell.

Teachers and sports coaches are aware of pupils 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 pupils' medical conditions when exercising and how to minimize these triggers.

The school ensures 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.

If a pupil 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 at this 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 SEN coordinator. The school's SEN coordinator consults the pupil, parents and the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.

#### Residential visits

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

This school understands that there may be additional medication, equipment or other factors to consider when planning residential visits. This school considers additional medication and facilities that are normally available at school.

#### **Children with Health Needs who Cannot Attend School**

We follow the guidance in the Cornwall Council document "Supporting Children who are Unable to Attend School because of Medical / Health Needs" (November 2019).

#### **Reducing or eliminating triggers that make medical conditions worse.**

This school is aware of the common triggers that can make medical conditions worse or can bring on an emergency. The school would actively work towards reducing or eliminating health and safety risks as appropriate.

The school 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.

This school uses Healthcare Plans to identify individual pupils who are sensitive to particular triggers.

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 pupils with medical conditions.

The school reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to this school's policy and procedures are implemented after each review.

#### **Roles and Responsibilities**

The school has a responsibility to:

- review the medical conditions policy regularly or where necessary if guidelines or statutory requirements change. This may require the TPAT Board of Trustees approval
- identify and nominate a responsible person to receive and dispense prescription medicines provided by parents/carers and ensure the correct permission forms are filled out with the correct information and consent. The forms must be kept on record for information and Audit purposes
- ensure checks are in place that all medicines carry the prescriber's **Name**, instructions, dosages and expiry dates
- ensure that medicines are stored in a secure location, or in the case of medicines which need to be accessed quickly, (e.g. asthma inhaler, EpiPens), to ensure that other staff and the pupil concerned knows the location of the medicines
- ensure that all medicines are administered in accordance with prescriber's instructions
- ensure that all administration of medicines is appropriately documented, and records maintained including the use of asthma inhalers
- notify the parents/carers of any concerns e.g. increased inhaler use
- draw up Healthcare plans in consultation with parents where necessary

#### Parents\*

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

- notify the school of any medical needs or condition that their child might have, whether short term or long term, this needs to be in writing or by email. A copy must be held on the child's school records
- ensure the school has a complete and up-to-date Healthcare Plan for their child
- keep children at home if they are actively unwell or a GP has advised them to do so
- inform the school about the medication their child requires during school hours, bring any prescribed medicines to be administered to the school office at the beginning of the school day and to fill in the necessary consent forms
- ensure that prescribed medicines are brought to schools in the container in which they were prescribed and with the prescriber's original instructions
- ensure that a prescription is obtained if the use of a non-prescription medicine (e.g. Calpol, or other pain relievers) is recommended by a doctor or dentist. This will enable the school to administer the medicine
- collect medicines from school at the end of each school day. In the case of preventative medicines such as inhalers, to ensure that they are collected from the school every holiday or if they have an expired use by date
- in the case of preventative medicines such as asthma inhalers, ensure that the school is notified when an inhaler is needed by filling in a consent form
- label all inhalers clearly with their child's name
- give the inhaler to their child's class teacher or inform the class teacher **if the child carries their own inhaler**
- notify the school if a child's medical condition or medication needs change

- if a parent/carer has informed the school a child has a sickness or diarrhoea bug, the parents must ensure they do not return to school until there is a full 48 hours clear of all symptoms

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

### **Policy Review**

The 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.