

Policy statement for supporting pupils with health and medical needs

Principles

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

+ This school aims to provide all pupils 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

+ 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.

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

+ This school understands the importance of medication being taken as prescribed.

+ All staff understand the common medical conditions that affect children at this school.

Staff receive training on the impact medical conditions can have on pupils.

Definition of health needs

For the purpose of this policy, pupils with health needs may be:

- pupils with **chronic or short term health conditions or a disability** involving specific access requirements, treatments, support or forms of supervision during the course of the school day, or
- **sick children**, including those who are physically ill or injured or are recovering from medical interventions, or
- children with mental or emotional health problems.

This policy does not cover self-limiting infectious diseases of childhood, e.g. measles.

Context

1. This school is an inclusive community that aims to support and welcome pupils with medical conditions.

a. This school understands that it has a responsibility to make the school welcoming and supportive to pupils, staff and people working within the school setting, with medical conditions.

b. This school aims to provide all children with all medical conditions the same opportunities as others at school.

TO BE REMOVED-see above

(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.
- This 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.
- This 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 and 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.

Policy example and guidelines

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

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

- This 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 / Health visitor
 - + head teacher
 - + teachers
 - + special educational needs coordinator
 - + pastoral care/welfare officer
 - + members of staff trained in first aid
 - + all other school staff
 - + school governors.
- The views of pupils with various medical conditions were actively sought and considered central to the consultation process.
- 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.

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

- Pupils are informed and regularly reminded about the medical conditions policy:
 - + through the school's Health Care Brochure
 - + in the school newsletter at several intervals in the school year
 - + in personal, social and health education (PSHE) classes
 - + through school-wide communication about results of the monitoring and evaluation of the policy (available on the website).

- b. Parents are informed and regularly reminded about the medical conditions policy:
by including the policy statement in the school's prospectus and signposting access to the policy
- at the start of the school year when communication is sent out about Healthcare Plans
 - in the school newsletter at several intervals in the school year
 - when their child is enrolled as a new pupil
 - via the school's website, where it is available all year round
 - through school-wide communication about results of the monitoring and evaluation of the policy.
 - Parent meetings around specific medical needs.
- c. School staff are informed and regularly reminded about the medical conditions policy:
- + at the first staff meeting of the school year and before Healthcare Plans are distributed to parents
 - + at scheduled medical conditions training
 - + through the key principles of the policy being displayed in several prominent staff areas at this school
 - + through school-wide communication about results of the monitoring and evaluation of the policy
 - + all supply and temporary staff are informed of the policy and their responsibilities.
- d. 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
 - + through communication about results of the monitoring and evaluation of the policy.
- e. All other external stakeholders are informed and reminded about the school's medical conditions policy:
- Through regular liaisons and during annual reviews with other professionals.

Staff training & Support

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

- a. All staff at this school are aware of the most common serious medical conditions at this school.
- b. 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.
- c. 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.
- d. Training is refreshed for all staff at least once a year.
- e. Action for staff to take in an emergency for the common serious conditions at this school is displayed in prominent locations for all staff including classrooms, kitchens and the PPA room, dinner supervisor cupboard and office.
- f. This 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.
- g. This 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.
- h. This school will make arrangements with the local hospital to ensure the timely transfer of Healthcare Plans to the hospital in the event of an emergency.

5. All staff understand and are trained in the school's general emergency procedures.

- a. 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.
- b. Training is refreshed for all staff at least once a year.
- c. Action to take in a general medical emergency is displayed in prominent locations for staff. These include classrooms, PPA room, Office, food preparation areas and Hygiene room.
- d. 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.
- e. Staff should not take pupils to hospital in their own car.

6. The school has clear guidance on the administration of medication at school.

Administration - emergency medication:

- a. All pupils at this school with medical conditions have **easy access to their emergency medication**.
- b. All pupils 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 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.
- c. Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it.
- d. 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. All trained first aiders are listed in the **first aid areas**.

Administration - general:

- e. 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 named member of staff at this school.
- f. This school understands the importance of medication being taken as prescribed.
- g. 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.
- h. There are several members of staff at this school who have been specifically contracted to administer medication.
- i. 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.
- j. Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.
- k. 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.
- l. In some circumstances medication is only administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult.
- m. 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.
- n. If a pupil at this school refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.
- o. **If a pupil at this school needs supervision or access to medication during home to school transport organised by the local authority then the school will liaise with Bedford Borough Council in developing**

a Healthcare Plan for the pupil. Relevant information will be shared to ensure that risks are managed and all staff involved will be informed and properly trained. An escort will need to be provided and all drivers and escorts will require the same training as school staff and know what to do in a medical emergency and have access to the relevant Healthcare Plans.

p. 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.

q. 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.

r. 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.

Medicines in School

7. This school has clear guidance on the storage of medication at school.

Safe storage - emergency medication:

a. 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.

b. Pupils are encouraged to administer their own emergency medication, when their parents and health specialists determine they are able to start taking responsibility for their condition.

c. Staff at this school are reminded to carry emergency medication with them, when outside of the classroom and off site.

d. 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:

e. All non-emergency medication is kept in a secure place in a lockable cupboard in a cool dry place.

REMOVE THIS-'Pupils with medical conditions know where their medication is stored and how to access it.'

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

Safe storage - general:

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

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

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

j. The identified member of staff, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labelled with the pupil's name, the name and dose of the medication and the frequency of dose.

REMOVE THIS-'This includes all medication that pupils carry themselves.'

k. All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled, **by the pharmacist** with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency. **An exception being an insulin pen or pump, refilled by parents / guardians.**

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

m. Some medication for pupils 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 pupils or lockable as appropriate.

- n. All medication is sent home with pupils at the end of the school year. Medication is not stored **in school during the** summer holidays.
- o. 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:**
- p. Out-of-date medication is returned to parents.
- q. 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.
- r. A named member of staff is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least three times a year and is always documented.
- s. 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.
- t. 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.
- u. Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

Procedures

8. This school has clear guidance about record keeping.

Enrolment forms:

- a. 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 pupils starting at other times during the year are also asked to provide this information on enrolment forms.

Healthcare Plans:

Drawing up Healthcare Plans

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

See Appendix 1 - Form 1

- c. 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.

- d. If a pupil has a short-term medical condition that requires medication during school hours, a medication indemnity form is given to the pupil's parents to complete.

See Appendix 1 - Form 2

- e. 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.
- f. 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.

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

- i. 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.
- j. 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.
- k. 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.

- l. Parents and pupils at this school are provided with a copy of the pupil's current agreed Healthcare Plan.
- m. Healthcare Plans are kept in a secure central location at school. (Inclusion **manager's** office)
- n. Apart from the central copy, specified members of staff (agreed by the pupil and parents) securely hold copies of pupils' Healthcare Plans. These copies are updated at the same time as the central copy.
- o. All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care.
- p. 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.
- q. This school ensures that all staff protect pupil confidentiality.
- r. This 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.
- s. This 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:

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

v. 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.

w. Parents of pupils 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:

x. 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.

See Appendix 1 - Form 3

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.

y. 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.

z. 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.

aa. 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

bb. This 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.

See Appendix 1 - Form 4

cc. This school holds training on common medical conditions once a year. All staff attending receive a certificate, where available, 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.

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

See Appendix 1 - Form 5

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

ff. Where a child is returning to school following a period of hospital education, the school will work with the appropriate hospital school or the Hospital and Outreach Education to ensure that the individual Healthcare Plan identifies the support the child will need to reintegrate effectively.

9. 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:

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

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

c. 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:

d. This 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.

e. This 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.

f. 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.

g. 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:

h. This school understands the importance of all pupils taking part in sports, games and activities.

i. This 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.

j. This 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.

k. 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.

l. 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.

Individual medical awareness cards are available from the office.

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

n. This school ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports **events outside school unless evidence from a clinician such as a GP states that this is not in the child's best interests.. In planning such activities, teachers will undertake the appropriate risk assessment and will take into account how a child's medical condition might impact on their participation.**

Education and learning:

o. This 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.

p. 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.

q. Teachers at this school are aware of the potential for pupils with medical conditions to have special educational needs (SEND). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEND coordinator. The school's SEND 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.

r. This school ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum.

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

Residential visits:

t. 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.

u. 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.

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

a. This school is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.

b. 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.

c. 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.

d. Written information about how to avoid common triggers for medical conditions has been provided to all school staff, through the health care plan.

e. This school uses Healthcare Plans to identify individual pupils who are sensitive to particular triggers and any emergency actions are detailed.

f. 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.

g. 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.

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

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

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

Employer:

This school's employer has a responsibility to:

+ ensure the health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips

+ ensure health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions

+ make sure the medical conditions policy is effectively monitored and evaluated and regularly updated

+ provide indemnity for staff who volunteer to administer medication to pupils with medical conditions.

Head teacher:

This school's head teacher has a responsibility to:

- + ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- + liaise between interested parties including pupils, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents, governors, the school health service, the local authority transport service, and local emergency care services
- + ensure the policy is **implemented**, 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 pupils' Healthcare Plans
- + ensure pupil 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 check the expiry date of medicines kept at school and maintain the school medical conditions register
- + monitor and review the policy at least once a year, with input from pupils, 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 school staff:

All staff at this school have a responsibility to:

- + be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- + understand the school's medical conditions policy
- + know which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan
- + allow all pupils to have immediate access to their emergency medication
- + maintain effective communication with parents including informing them if their child has been unwell at school
- + ensure pupils who have permission to carry their medication with them have it when they go on a school visit or out of the classroom
- + be aware of pupils 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 pupils (pupils should not be forced to take part in any activity if they feel unwell)
- + ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- + ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teaching staff:

Teachers at this school have a responsibility to:

- + ensure pupils who have been unwell catch up on missed school work
- + be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it
- + liaise with parents, the pupil's healthcare professionals, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition
- + use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions.

School nurse or school healthcare professional:

The school nurse at this school has a responsibility to:

- + help update the school's medical conditions policy
- + help provide regular training for school staff in managing the most common medical conditions at school
- + provide information about where the school can access other specialist training.

First aider:

First aiders at this school have a responsibility to:

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

Special educational needs coordinators:

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

- + help update the school's medical condition policy
- + know which pupils have a medical condition and which have special educational needs because of their condition
- + ensure pupils who have been unwell catch up on missed schoolwork
- + ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or course work.
- + ensure transfer of documents from previous settings are received.
- + liaise with any transition setting as pupils leave.

Pastoral support/welfare officers:

The family support officer at this school has the responsibility to:

- + help update the school's medical conditions policy
- + know which pupils have a medical condition and which have special educational needs because of their condition
- + ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- + monitor attendance and make a referral to the PRU medical needs team as soon as they become aware that a child is likely to be or has been absent from school for 15 days

Local doctors and specialist healthcare professionals:

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

- + complete the pupil's Healthcare Plans provided by parents
- + where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours
- + offer every child or young person (and their parents) a written care/self-management plan to ensure children and young people know how to **self-manage** their condition
- + ensure the child or young person knows how to take their medication effectively
- + ensure children and young people have regular reviews of their condition and their medication
- + provide the school with information and advice regarding individual children and young people with medical **conditions** (with the consent of the pupil and their parents)
- + understand and provide input in to the school's medical conditions policy.

Emergency care services:

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

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

Pupils:

The pupils at this school have a responsibility to:

- + treat other pupils 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 pupil is feeling unwell
- + let any pupil take their medication when they need it, and ensure a member of staff is called
- + treat all medication with respect
- + know how to gain access to their medication in an emergency
- + if mature and old enough, know how to take their own medication and to take it when they need it
- + ensure a member of staff is called in an emergency situation.

Parents*:

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

- + tell the school if their child has a medical condition
- + ensure the school has a complete and up-to-date Healthcare Plan for their child
- + inform the school about the medication their child requires during school hours
- + inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- + tell the school about any changes to their child's medication, what they take, when, and how much
- + inform the school of any changes to their child's condition
- + ensure their child's medication and medical devices are labelled with their child's full name
- * The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.
- + 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.

12. The medical conditions policy is regularly reviewed evaluated and updated.

REMOVE THIS 'Updates are produced every year'-see below

- This school's medical condition policy is reviewed, evaluated and updated every year in line with the school's policy review timeline.
- New Department for Children, Families and Schools and Department of Health guidance is actively sought and fed into the review.
- In evaluating the policy, this school seeks feedback on the effectiveness and acceptability of the medical conditions policy with a wide-range of key stakeholders within the school and health settings. These key stakeholders include:
 - + pupils
 - + parents
 - + school nurse and/or school healthcare professionals
 - + head teacher
 - + teachers
 - + special education needs coordinator
 - + pastoral support/welfare officer
 - + first aider
 - + all other school staff
 - + local health professionals
 - + school governors.

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

13. Liability and Indemnity.

The school's insurance arrangements are sufficient and appropriate to cover staff providing support to pupils with medical conditions. Staff providing such support are entitled to view the school's insurance policies.

14. Complaints.

If parents or pupils are dissatisfied with the support provided they should discuss their concerns directly with the school in the first instance. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure. (see School Complaints Policy)

Reference - DfE-Supporting pupils at school with medical conditions, December 2015