



St Bartholomew's C of E (Aided) Primary School

Medical Conditions Policy

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Policy statement and principles

This school is an inclusive community that aims to support and welcome pupils with medical conditions. This school understands its responsibility to make the school welcoming, inclusive and supporting to all pupils with medical conditions and provide them the same opportunities as others at the 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.
 - Staff receive on-going training and are regularly updated on the impact medical conditions can have on pupils. The training agenda is based on a review of current healthcare plans.
 - 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.

The Governing body has a statutory duty to arrange for pupils with medical needs under s.100 of the Children and Families Act 2014. The policy and supporting documents are based on Department of Education statutory guidance (December 2015) [Supporting pupils at school with medical conditions.](#)

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

Individual Medical Care Plans (IMCPs)– Latest copies on staff noticeboard, the class teacher(s) and learning support assistant(s) are given copies of IMCPs for pupils in their class. The front office holds copies of all pupils with IMCPs

Updates to IMCPs are provided at staff meetings.

The policy is reviewed annually by key stakeholders, with reference to Department for Education, Department of Health and Surrey County Council statutory legislation and guidance.



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, emotional, sporting and educational activities

Roles and responsibilities

Parents and carers – Prime responsibility for their child’s health. To provide school with sufficient and up-to-date information about what medical condition their child has, their child’s medical needs, including daily medical needs and needs for trips/residentials, any changes to medical condition(s) and labelled medication. Parents are involved in the development and review of their child’s Individual Medical Care Plan.

Pupils – to be involved in discussions about their medical support needs and ensure they inform responsible adults on how their condition affects them.

The Governing body – Overall responsibility to ensure health and safety measures are in place for staff and pupils, risk assessments are inclusive of pupils with medical conditions, sufficient staff receive suitable training and are competent to support children with medical conditions, medical policy is kept up to date, report on medical policy success and improvement, provide indemnity to staff who volunteer to administer medication.

The Headteacher – To ensure the school is inclusive and welcoming, that medical policy is in keeping with local and national guidance and frameworks, liaise between interested parties, ensure staff are aware of policy and that it is implemented and kept up to date, ensure sufficient numbers of staff are trained to implement the policy and delivery IHPs and that they are appropriately insured.

Inclusion Leader – Ensure school’s medical policy is updated, know which pupils have SEN due to their medical condition, ensure teachers make arrangements if pupil needs special consideration, ensure pupils with medical conditions are not excluded unnecessarily from activities

Teachers and other school staff – Be aware of triggers and symptoms of conditions and how to act in an emergency, know which pupils have a medical condition, allow pupils immediate access to emergency medication, communicate with parents if child unwell, ensure pupils have their medication when out of the classroom, be aware if pupils with medical conditions suffer bullying or need extra social support, understand common medical conditions and impact on pupils, ensure all pupils with medical conditions are not excluded unnecessarily from activities,



ensure pupils with medical conditions have adequate medication and sustenance during exercise, be aware

medical conditions can affect school work, liaise with parents if child's learning is suffering due to medical condition, use opportunities to raise awareness of medical conditions.

Other health professionals (Welfare Officer, First Aider) – Help to update the school's medical policy, help to provide regular training to school staff on common medical conditions, provide information about additional training, give immediate help to casualties in school, ensure ambulance or other professional help is called when necessary.

Monitoring of Individual Medical Care Plans

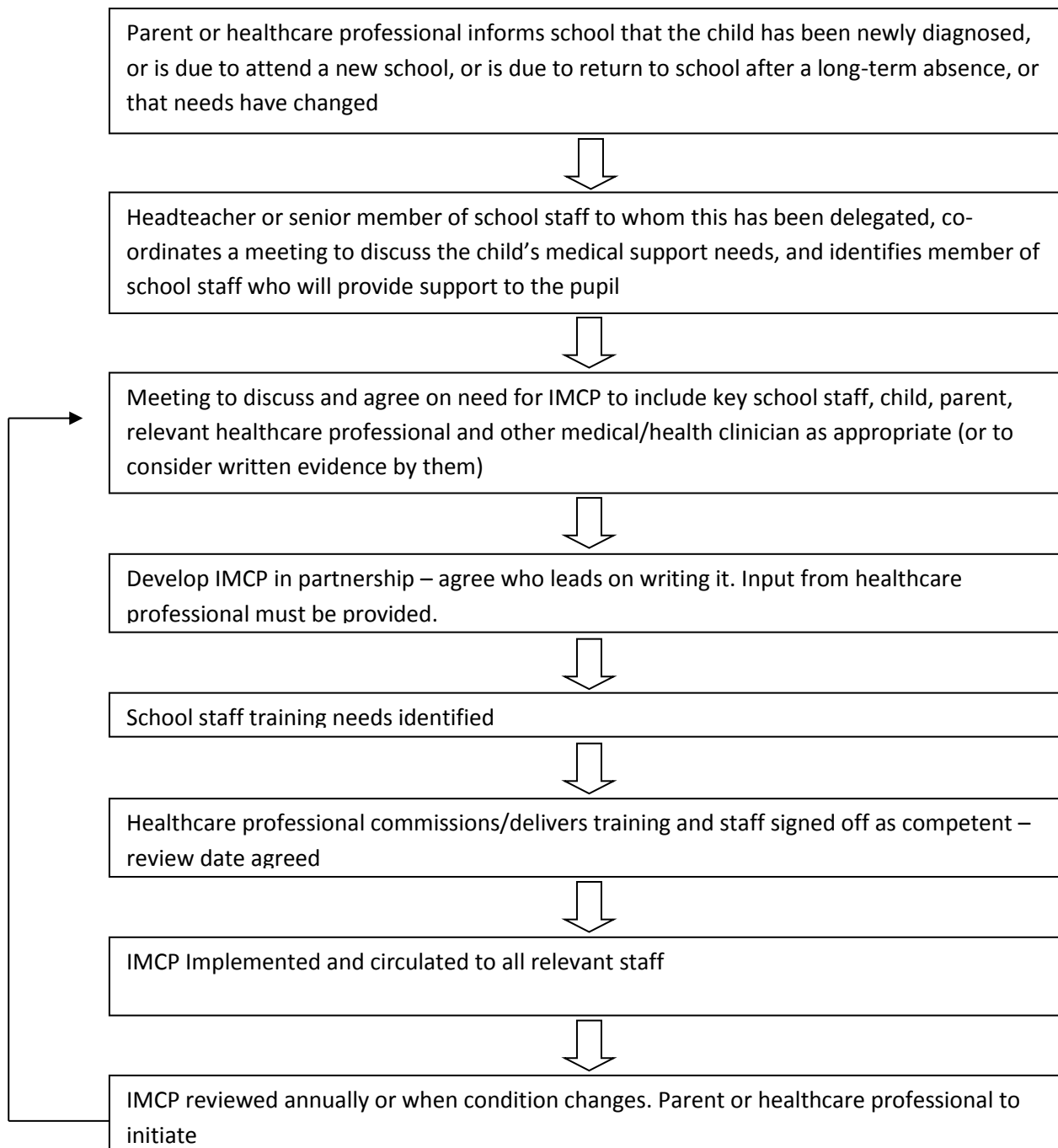
This school uses Individual Medical Care Plans to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Individual Medical Care Plan if required.

- Pupil Individual Medical Care Plans are updated at least annually and throughout the year if a change in medical treatment is required. Copies of updated Individual Medical Care Plans are sent to parents and communicated to relevant staff.
- 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 Individual Medical Care 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 an Individual Medical Care Plan for pupils with complex healthcare or educational needs.

Visually, this is represented in the table on the following page.



Monitoring of Individual Medical Care Plan:





School Health Care Register

- The School Health Care Register is updated termly by the school's Welfare Officer, Emma Beattie and shared with appropriate staff.

Ongoing Communication and Review of Individual Medical Care Plans

- Parents should provide all information pertaining to a child's medical needs and care. This information is updated at least annually and as necessary throughout the year.

Storage and Access to Individual Healthcare Plans

- IMCPs are stored in a locked cabinet in the Inclusion Leader's office. Parents, appropriate staff and Administrative office staff also hold copies. Stored information complies with the Data Protection Act 1998

Individual Medical Care 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.

Administration of medication

- The school understands the importance of taking the medication as prescribed.



- All staff understand 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. Where specific training is not
- required, any member of staff may administer prescribed and non-prescribed medicines to pupils under the age of 16 with parental consent.
- Our Governing Body is responsible to ensure full insurance and indemnity to staff who administer medicines. Our insurance policy includes liability cover.
- Administration of medication which is defined as a controlled drug (even if the pupil can administer themselves) should be done under the supervision of a member of staff.

Storage of medication

Safe storage – emergency medication (EpiPens)

- a. Emergency medication is available to pupils who require it at all times during the school day. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available from front office administration staff.
- b. Emergency medication includes photo of relevant child and is clearly labelled
- c. Pupils are reminded to carry their emergency medication with them when they leave the school premises.

Safe storage – non emergency medication

- a. All non-emergency medication is kept in a lockable cupboard or fridge in the front office.
- b. Pupils with medical conditions know where their medication is stored and how to access it.
- c. Staff ensure that medication is only accessible to those for whom it is prescribed.

Safe storage – general

- a. The Welfare Officer ensures the correct storage of medication at school.
- b. Three times a year the Welfare Officer checks the expiry dates for all medication stored at school.
- c. 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.



- d. The Welfare Officer along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought into school is in the original container (except insulin) and clearly labelled with the pupil's name, the name and dose of medication and the frequency of dose.
- e. Some medication may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. This is in a secure area, inaccessible to unsupervised pupils.
- f. A sharps bin is located in the front office for disposal of sharp objects by pupils who have specific medical conditions (i.e. Type 1 diabetes).
- g. 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.

Record keeping

- Data Collection sheets are sent out for parents to complete and return at the start of each academic year with information about their child's medical conditions.
- Individual Medical Care Plan is sent to parents annually after a meeting or update discussion with parents.
- A medical information form is used for short term medical conditions that require medication during school.
- A log of the administration of medication is held by the Administration Team.
- A medical records folder containing specific medical information about pupils is held by the Administration Team.

In an emergency

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

- 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.**
- Specialist medical staff provide specific medical conditions training to class teachers and support staff as necessary.
- This school uses Individual Medical Care 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. Supply staff are briefed on entry to the school; when undertaking their commissioned duties.

- Information in Individual Medical Care Plans is also used to support transitional arrangements to another school and/or re-integration.
- 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. This school will try to ensure that the staff member will be one the pupil knows. The staff member concerned should inform a member of the school's senior management and/or the schools critical incidents team. The contents of a pupil's Individual Medical Care Plan is made readily accessible to emergency services in an emergency.
- All pupils with medical conditions have easy access to their emergency medication. Pupils are encouraged to administer their own emergency medication (e.g. epipen) where possible and should always carry it with them unless it is a controlled drug as defined in the Misuse of Drugs Act 1971. This also applies to any off-site or residential visits.
- For off-site activities, such as visits holidays and other school activities outside of normal timetable hours, a risk assessment is undertaken to ensure pupils needing medication still have access and a staff member is named as the responsible lead. The risk assessment also helps to identify any reasonable adjustments that need to be made.
- All school staff undertake three yearly First Aid training and updates. A list of trained First Aiders is held in the front administration office.
- Staff members in the Early Years setting, The Welfare Officer, Mrs Debbie Mudie (HLTA), the Sports Coach and 1:1 LSAs supporting pupils with medical needs also undertake the Paediatric first aid training.

Unacceptable Practice

Our staff recognise that it is not acceptable practice to:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assume that every child with the same condition requires the same treatment.
- Ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged).
- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their Individual Medical Care Plans.
- If the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable.
- Penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments.



- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.

Complaints

Complaints about support in accordance with this policy should be dealt with in accordance with the school's published complaints policy which can be found on the school's website, under 'Key Information.'

Appendix

- Pupil medical request form - Form we send to parents to find out medical needs
- Administration of medicine record
- Individual Medical Care Plan form
- [Epilepsy](#)
- [Asthma](#)
- [Diabetes](#)
- [Anaphylaxis](#)



PUPIL MEDICATION REQUEST

NOTE: Where possible the need for medicines to be administered at school should be avoided. Parents are therefore requested to try to arrange the timing of doses accordingly.

CHILD'S NAME:

PARENT'S SURNAME (if different) _____

HOME ADDRESS

CONDITION OF
ILLNESS _____

PARENTS HOME TEL
NO _____

WORK _____

MOBILE TEL NO _____

GP NAME

_____ SURGERY _____

TEL NO _____

PLEASE TICK APPROPRIATE BOX

My child will be responsible for the self-administration of medicines as directed below

I agree to members of staff administering medicines/providing treatment to my child as directed below

I agree to update information in writing about the child's medical needs held by the school

I will ensure that the medicines held by the school has not exceed its expiry date

MEDICINE NAME	DOSE	FREQUENCY/TIMES	COMPLETION DATE OF COURSE	EXPIRY DATE



Signed _____
Parent/Guardian

Date _____

