

SOUTH LINCOLNSHIRE ACADEMIES TRUST (SLAT)
BOURNE ACADEMY, SPALDING ACADEMY and GILES ACADEMY

MEDICAL CONDITIONS SUPPORT POLICY

Aspire - Challenge – Achieve

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South Lincolnshire

Academies Trust

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POLICY STATEMENT

- South Lincolnshire Academies Trust 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

MEDICAL CONDITIONS POLICY

Aim :- to ensure that all students with medical conditions have the same opportunities as other students in the school.

- The school has consulted with key stakeholders
- All staff and key stakeholders are aware of the policy.
- Health Care Plans are confidential but with agreement of the Child and Parents will be shared with the relevant TPL, Form Tutor, Absence Officer, and First Aid staff. If the students goes on a residential trip a copy of the Health Care will be taken by the Trip Leader. A note that a Health Care Plan exists will be made on SIMMS.
- Significant triggers within the school environment will be reduced where practicable.
- Medication administered by the school will be logged in the First Aid log and then recorded on the Child's SIMMS record.
- The Health Care Plans will be updated annually.

MEDICAL CONDITIONS POLICY

1. **South Lincolnshire Academies Trust** is an inclusive community that aims to support and welcome pupils with medical conditions

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

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

- There is whole school awareness on the use of EpiPen's and diabetes
- When there is a student with specific medical needs the First Aid Team and staff closely associated with the student meet with the student's medical professionals to receive specific training

4. **All staff understand the school's general emergency procedures**

- Carry out any immediate First Aid required
- Seek help from the First Aid Team using a phone or the radio
- Call emergency services directly if required

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

- A Health Care Plan is completed if required or parents can give permission for medicines to be given in school by completion of the relevant form .
- Medication will be administered by the students, the First Aid team or an agreed staff member who has received the relevant training

6. **This school has clear guidance on the storage and disposal of medication at school**

a. All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Pupils with medical conditions know where their medication is stored and how to access it.

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

c. There are a number of identified members of staff who ensures the correct storage of medication at school.

d. All controlled drugs are kept in a **locked box in a locked cupboard** and only named staff have access, even if pupils normally administer the medication themselves. ***The drugs are signed out when used and a record kept.***

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

f. It is the parents responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

g. Parents are asked to collect out-of-date medication.

h. 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.

i. 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 on a high shelf in the First Aid Room unless alternative safe and secure arrangements are put in place on a case-by-case basis.

j. Collection and disposal of Sharps boxes is arranged with the local authority's environmental services.

7. This school has clear guidance about record keeping

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

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. 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.

See Appendix 1 – Form 2

See Appendix 1 – Form 3a

Healthcare Plans are used to create a centralised register of pupils with medical needs. The First Aid staff has responsibility for the register at this school.

d. 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.

Use of Healthcare Plans

Healthcare Plans are used by this school to:

- inform the appropriate staff 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 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
- Consent to administer medicines

a. 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.

b. 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.

c. 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

a. 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.

b. 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 if required.

c. 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.

d. 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

a. 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.

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

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

Residential visits

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

b. Risk assessments are carried out before pupils start any work experience or off-site educational placement. It is the school's responsibility to ensure that the placement is suitable, including travel to and from the venue for the pupil. Permission is sought from the pupil and their parents before any medical information is shared with an employer or other education provider.

9. 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

10. 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.

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
- report to parents, pupils, school staff and the local authority about the successes and areas for improvement of this school's medical conditions policy
- provide indemnity for staff who volunteer to administer medication to pupils with medical conditions.

This school's Executive Headteacher 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 put into action, with good communication of the policy to all
- ensure every aspect of the policy is maintained
- ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using 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 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 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.

Teachers at this school have a responsibility to:

- ensure pupils who have been unwell are given the opportunity to 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.

The school's First Aid staff have a responsibility to:

- help update the school's medical conditions policy
- help arrange training for school staff in managing the most common medical conditions at school
- 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 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.

The pastoral support/welfare 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.

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 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.

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.

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
- 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.

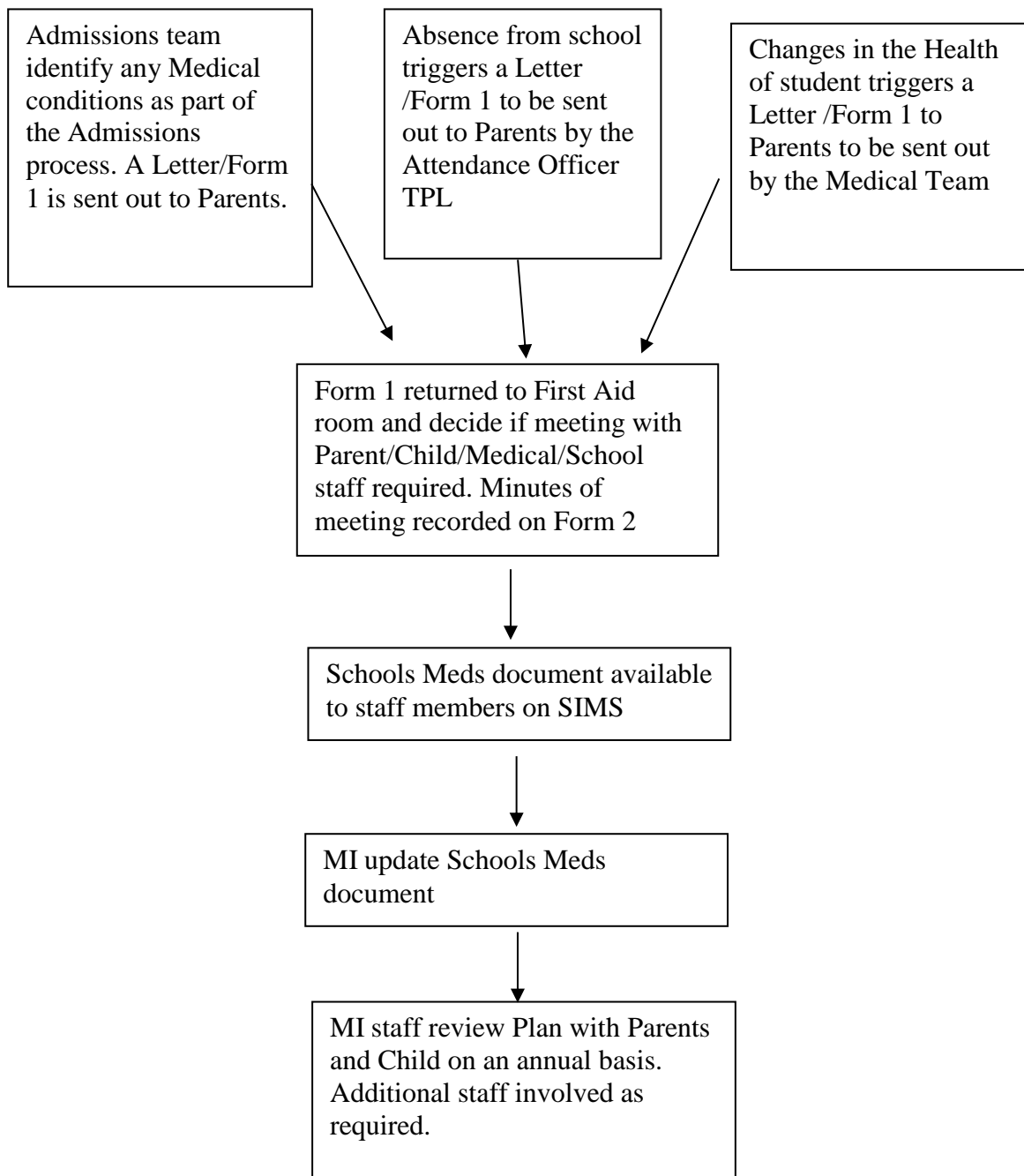
- The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.

11. The medical conditions policy is regularly reviewed evaluated and updated. Updates are produced.

a. This school's medical condition policy is reviewed, evaluated and updated in line with the school's policy review timeline.

- Appendix 1

Medical Conditions Information Pathway



Appendix 2 – Letter to Parents

Dear Parent/Carer

Re:The Healthcare Plan

Thank you for informing us of your child's medical condition. As part of accepted good practice and with advice from the Department for Children, Schools and Families, relevant voluntary organisations and the school's governing bodies, our school has a medical conditions policy.

As part of the policy, we are asking all parents of children with a medical condition to help us by completing a School Healthcare Plan for their child. Please complete the plan, with the assistance of your child's healthcare professional, and return it to the school. If you would prefer to meet someone from the school to complete the Healthcare Plan or if you have any questions then please contact me 01778 422365. When completed please return the plan to me by dropping into reception at school and if necessary we will contact you for clarification.

Your child's completed plan will store helpful details about your child's medical condition, current medication, triggers, individual symptoms and emergency contact numbers. The plan will help school staff to better understand your child's individual condition. Health Care Plans are confidential but with agreement of the Child and Parents will be shared with the relevant Year Lead, Form Tutor, Absence Officer, and First Aid staff. Please make sure the plan is regularly checked and updated and the school is kept informed about changes to your child's medical condition or medication. This includes any changes to how much medication they need to take and when they need to take it.

I look forward to receiving your child's Healthcare Plan. Thank you for your help.

Yours sincerely,

Helen Lewis
Operations Manager

Appendix 3 - Health Care Plan Update

Dear Parent/Carer

Re:TheHealthcarePlan

As you aware the school has a Health Care Plan for your child which is included.

We need to ensure that this information is accurate and correct. Please can you check all the information in the plan, change or add information as required and then sign and date a box on the back of the plan.

If you wish to have a blank copy of the plan to start again, please contact the First Aid room at the school and they will send you one.

Kind Regards

Helen Lewis
Operations Manger



South Lincolnshire Academies Trust

HEALTHCARE PLAN FORM

For office use only
Date form completed
Review date
Attached to SIMS (initial)
Copy held by

1. STUDENT INFORMATION

Name

Date of Birth

Address

Contact Telephone numbers

Medical Practice address and telephone number

2. MEDICAL CONDITION INFORMATION

Including signs & symptoms and any triggers or things that can make the condition worse.

3. ROUTINE HEALTHCARE REQUIREMENTS

For example, dietary, therapy, nursing needs or before physical activity.

4. WHAT TO DO IN AN EMERGENCY

Specific hospital to contact in an emergency

Emergency contact in an emergency

5. MEDICATION DURING SCHOOL HOURS

Is regular medication taken during school hours and if so type of medication and dose (Please also complete parental consent form for school to administer medicine)

6. MEDICATION OUTSIDE OF SCHOOL HOURS

(For background information and to inform planning for residential trips)

Medication and dose

7. MEMBERS OF STAFF TRAINED TO ADMINISTER MEDICATIONS FOR THIS STUDENT

Regular medication

Emergency medication

8. SPECIALIST EDUCATION ARRANGEMENTS REQUIRED

(e.g. activities to be avoided, special educational needs)

9. Specialist arrangements required for off-site activities

(e.g. activities to be avoided, special educational needs)

10. Other information relating to the pupil's healthcare in school

Parental & Pupil agreement

I agree that the medical information contained in this plan may be shared with individuals involved with my/our child's care and education (this includes emergency services). I understand that I must notify the school of any changes in writing.

Permission for emergency medication

- I agree that my child can be administered their medication in an emergency
- I agree that my child cannot keep their medication with them in school and the school will make the necessary medication storage arrangements.
- I agree that my child can keep their inhaler with them for use when necessary and will provide an additional one for the first aid room.

Signed (Parent/carer)

Date

Print name

Pupil signature

Print name

Operations Manager / School representative agreement

It is agreed that _____(name of child) will received the above listed medication in an emergency (see note 7)

This arrangement will continue until/or be reviewed by _____.

Signed _____ (member of staff I have checked the plan and amended it where necessary. All information is correct and accurate.

Signed (Parent/carer)

Date

Print name

Pupil signature

Print name

Appendix 5: Parental agreement for school to administer medicine (Prescription and non prescription) The school will not give your child medicine unless you complete and sign this form.

Name of student		
Date of birth		
Medical condition/illness		
Medicine prescription		
Expiry date		
Dosage		
Timing		
Non prescription medication allowed and dosage. E.g. paracetamol/ibuprofen		
Special precautions and other instructions		
Self-administration	Yes	No
Procedures to take in an emergency		
I understand that I must personally deliver the medicine personally to :-	Reception/first aid room	

NB: Medicines must be in the original container as dispensed by the pharmacy

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or the medicine is stopped.

I confirm that my child has not suffered an adverse reaction the above mentioned medication in the past.

Parent/carer signature _____

Date _____