



**STOCKPORT**  
METROPOLITAN BOROUGH COUNCIL

Stockport **NHS**  
NHS Foundation Trust



**Banks Lane Junior School**

# Medical Conditions in School Policy

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Updated by: Mrs D Fitzgerald

**At Banks Lane Junior School, we are an inclusive community that aims to support and welcome pupils with medical conditions.**

**We aim to provide all pupils with all medical conditions the same opportunities as others at school.**

**We will help to ensure they can through the following:**

- This school ensures all staff understand their duty of care to children and young people (see Verbal Consent Form) in the event of an emergency.
- All staff feel confident in knowing what to do in an emergency. (see Emergency Procedures).
  
- 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. This school allows adequate time for staff to receive training on the impact medical conditions can have on pupils.
- Staff receive additional training about any children they may be working with who have complex health needs supported by an Individual Health Plan (IHP).
- This policy is followed and understood by our school community, the Local Authority and Stockport Foundation Trust.
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### **Policy Example and Guidelines**

**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 with medical conditions who currently attend and to those who may enrol in the future.

b. This 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.

c. Pupils with medical conditions are encouraged to take control of their condition.

d. This school aims to include all pupils with medical conditions in all school activities.

e. Parents/carers of pupils with medical conditions are aware of the care their children receive at this school.

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

g. All staff have access to information about what to do in an emergency.

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

i. All staff have an understanding of the common medical conditions that may affect children at this school. Staff receive annual updates. The Headteacher is responsible for ensuring staff receive annual updates. The School Nursing Service can provide the updates if the School requests.

j. The medical conditions policy is understood and followed by the whole school and local health community.

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

a. Pupils are informed and reminded about the medical conditions policy:

- through the school's pupil representative body
- in personal, social and health education (PSHE) classes

b. Parent/carers are informed about the medical conditions policy:

- by including a policy statement in the schools' prospectus and signposting access to the policy
- at the start of the school year when communication is sent out about Individual Health Plans
- in the School Newsletter at intervals in the year
- when their child is enrolled as a new pupil
- via the school's website, where it is available all year round

c. School staff are informed and regularly reminded about the school's medical conditions policy:

- through the staff handbook and staff meetings and by accessing the school's intranet
- through scheduled medical conditions updates
- through the key principles of the policy being displayed in several prominent staff areas at this school and on the school's intranet
- all supply and temporary staff are informed of the policy and their responsibilities including who is the designated person, any medical needs or Individual Health Plans related to the children in their care and how to respond in emergencies
- Staff are made aware of Individual Health Plans as they relate to their teaching/supervision groups. This is a role for the designated person.

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

a. Relevant 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 both during, and at either side of the school day in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent/carer. This may include administering medication.

c. Staff receive updates at least once a year for asthma and other medical needs and know how to act in an emergency. Additional training is prioritised for key staff members who work with children who have specific medical conditions supported by an Individual Health Plan.

d. The action required 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 in the school staff room, and electronically.

e. This school uses Individual Health 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.

f. This school has procedures in place so that a copy of the pupil's Individual Health 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.

g. 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 schools senior management and/or the schools critical incidents team.

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

##### **Administration - Emergency Medication**

- a. This school will seek to ensure that pupils with medical conditions have **easy access to their emergency medication.**
- b. This school will ensure that all pupils understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their emergency medication safely.

##### **Administration - General**

- c. This school understands the importance of medication being taken as prescribed. **However this school does not administer medication in school hours, unless it has been prescribed by a GP or other medical authority to be administered 4 times daily.**
- d. All use of medication is done under the appropriate supervision of a member of staff at this school unless there is an agreed plan for self-medication. Staff should be aware if pupils are using their medication in an abnormal way and should discuss this with the child.

**Important Note: Staff should be made aware that a child using their reliever (usually blue) inhaler more than three times a week or suddenly using their reliever inhaler more than they normally do has asthma that may not be under control and may be at greater risk of having an asthma attack. Should this be observed, immediate action should be taken to alert the parents and staff should record any actions or discussions.**

- e. 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 or unless the situation is an emergency and falls under their regular duty of care arrangements.
- f. Many 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 medication to pupils under the age of 16, but only with the written consent of the pupil's parent (see form 3a).
- g. This school will ensure that specific training and updates will be given to all staff members who agree to administer medication to pupils if necessary.
- h. All school staff in this school 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 assisting in administering medication or calling an ambulance.

- i. In some circumstances, medication is only administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult. This will be agreed in the Individual Health Plan.
- j. Parents/carers 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. Parents/carers should provide the school with any guidance regarding the administration of medicines and/or treatment from the GP, clinics or hospital.
- k. If a pupil at this school refuses their medication, staff will record this and follow the defined procedures. Parents/carers will be informed of this non-compliance as soon as possible.
- l. All staff attending off-site visits are aware of any pupils on the visit who have medical conditions. They will 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.
- m. 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.
- n. If a pupil misuses medication, either their own or another pupil's, their parents/carers are informed as soon as possible. The school will seek medical advice by ringing A+E if this situation arises. In such circumstances, pupils will be subject to the school's usual disciplinary procedures.
- o. If the school receives a request or instruction from a parent/carer which would appear to be contrary to the advice in the document and from the DFE, the school should seek clarification from the parent/carer and any advice they can provide from consultants/clinicians associated with the pupil's case and also contact School Support (0161 474 3917) / School Nurse (0161 426 5903) to discuss the matter before agreeing any further action.

#### **Use of 'over the counter' i.e. non-prescription medications**

This school does not normally administer non-prescribed medicine unless staff are acting in loco-parentis, for example on a residential visit.

Where the Head Teacher agrees that staff may administer a non-prescribed medicine, it must be in accordance with this policy.

A member of school staff must speak to the parent for consent to administer medication before giving any medication (see *Giving Paracetamol in Stockport Schools*).

Staff should check that the medicine has been administered without adverse effect to the child in the past.

There must be written parental consent for recurring 'over the counter' medications e.g. piriton for hayfever (form 3a).

Where a non-prescribed medicine is administered to a child it should be recorded (form 3b) and the parents informed.

Medication e.g. for pain relief, should never be administered without first checking the label for the appropriate dosage and checking when the previous dose was taken.

If a child suffers regularly from frequent or acute pain the parents should be encouraged to refer the matter to the child's GP.

A child under 16 should never be given aspirin unless prescribed by a doctor.

Early Years providers should follow the EYFS guidance:

'Medicines must not usually be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (EYFS Statutory Guidance 2012).'

#### **Guidelines for administering Paracetamol (in loco-parentis on residential visits only)**

Paracetamol is a widely used drug for controlling pain and reducing temperature. Despite its prevalence, it can be very dangerous if taken inappropriately. Overdose requires immediate medical attention.

The Local Authority, in consultation with health practitioners, has carefully considered the benefits and dangers of administering this non-prescription drug in schools and settings. Administering paracetamol to children under 5 is not usually recommended.

Early Years providers should follow the EYFS guidance:

'Medicines must not usually be administered unless they have been prescribed for a child by a doctor, dentist, nurse or pharmacist (EYFS Statutory Guidance 2012).'

For older pupils, it is sometimes appropriate to give paracetamol to control specific pain such as migraine or period pain. Schools administering paracetamol to children should adhere to the following conditions:

The member of staff responsible for giving medicines must be wary of routinely giving paracetamol to children. If a child complains of pain as soon as they arrive at school and asks for painkillers, it is not advisable to give paracetamol until amount given over the past 24 hours has been established. No more than 4 doses should be given in a 24

hour period. There should be at least 4 hours between any 2 doses of paracetamol containing medicines. No more than 4 doses of any remedy containing paracetamol should be taken in any 24 hours. Always consider whether the child may have been given a dose of paracetamol before coming to school. Many non-prescription remedies such as Beechams Powders, Lemsip, Night Nurse etc. contain paracetamol. If paracetamol tablets are taken soon after taking these remedies, it could cause an unintended overdose.

There must be parental consent to give paracetamol (Giving Paracetamol in Stockport Schools)

Paracetamol must be administered according to the instructions on the box or label. Stronger doses or combination drugs, which contain other drugs besides paracetamol must not be administered. It is recommended that the school keep its own stock of tablets. This reduces the risk of pupils carrying medicines.

Paracetamol must be stored securely and should not be kept in first aid boxes.

If it is the school's policy not to stock paracetamol, there must be a clear and safe arrangement for parents to supply them to the school for the child. It is not recommended to allow children to carry paracetamol around.

Children should only be given one dose during the school day. If this does not relieve the pain, contact the parent or the emergency contact.

The member of staff responsible for giving medicines must witness the child taking the paracetamol, and make a record of it (Verbal Consent from Parent/Carer). The school must notify the parent on the day, stating the time and the amount of the dose.

The pupil should be made aware that paracetamol should only be taken when absolutely necessary, that it is an ingredient in many cold and headache remedies and that great care should be taken to avoid overdosing.

## **5. 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 held by staff including members of SLT and trained dedicated first aiders .
- b. If the pupil concerned is involved in extended school services then specific arrangements and risk assessments should be agreed with the parent and appropriate staff involved.

### **Safe storage - non-emergency medication**

- c. All non-emergency medication (which is mostly asthma inhalers and epi-pens) is kept in a secure place, in each classroom in individually named, plastic wallets. Pupils with medical conditions know where their medication is stored (in a medical box underneath the teacher's desk) and how to access it.
- d. Staff ensure that medication is accessible only to those for whom it is prescribed

### **Safe storage - General**

- e. This school has an identified member of staff/designated person (Mrs D Howarth) who ensures the correct storage of medication at school.
- f. All controlled drugs are kept in a locked cupboard and only named staff have access.
- g. The identified member of staff checks the expiry dates for all medication stored at school each term (i.e. three times a year).
- h. The identified member of staff, along with the parents/carers 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 of the medication, route of administration, dose and frequency, an expiry date of the medication.
- i. All medication is supplied and stored in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- j. Medication is stored in accordance with the manufacturer's instructions, paying particular note to temperature.

k. 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 inaccessible to unsupervised pupils or lockable as appropriate.

l. All medication (including blue inhalers) and equipment such as spacers or blood sugar monitoring kits are sent home with pupils at the end of the school term.

m. It is the parent/carer's responsibility to ensure adequate supplies of new and in date medication comes into school at the start of each term with the appropriate instructions and ensures that the school receives this.

### **Safe disposal**

n. Parents/carers at this school are asked to collect out-of-date medication.

o. If parents/carers 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.

p. 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 3 times a year and is always documented.

q. Sharps boxes are used for the disposal of needles. Parents/carers obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.

r. If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy, to school or to the pupil's parent.

s. Disposal of sharps boxes - the sharps bin should be closed securely and returned to parents. Parents then need to take the sharps bin to the GP for disposal.

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

### **Enrolment forms**

a. Parents/carers at this school are asked if their child has any medical conditions

b. If a pupil has a short-term medical condition that requires medication during school hours (e.g. antibiotics to cover a chest infection), a medication form plus explanation is sent to the pupil's parents/carers to complete. (Form 3a)

## **Individual Health Plans (Form 1)**

### Drawing up Individual Health Plans

c. This school uses an Individual Health Plan for children with complex health needs to record important details about the individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Individual Health Plan if required. (see Form 1)

Examples of complex health needs which may generate an Individual Health Plan following discussion with the school nurse and the school:

The child has:

- diabetes
- gastrostomy feeds
- a tracheostomy
- anaphylaxis
- a central line or other long term venous access
- Severe asthma that has required a hospital admission within the last 12 months
- epilepsy with rescue medication

d. An Individual Health Plan, accompanied by an explanation of why and how it is used, is sent to all parents/carers of pupils with a complex health need. This is sent by the school nurse:

- at the start of the school year
- at enrolment
- when a diagnosis is first communicated to the school
- transition discussions
- new diagnosis

e. It is the parent's responsibility to fill in the Individual Health Plan and return the completed form to the school nurse. If the school nurse does not receive an Individual Health Plan, all school staff should follow standard first aid measures in an emergency. The school will contact the parent/carer if health information has not been returned. If an Individual Health Plan has not been completed, the school nurse will contact the

parents and may convene a TAC meeting or consider safeguarding children procedures if necessary.

f. The finalised plan will be given to parents/carers, school and school nurse.

g. This school ensures that a relevant member of school staff is present, if required, to help draw up an Individual Health Plan for pupils with complex health or educational needs.

## Medical Conditions Information Pathway

<p>Form sent out by school asking parents to identify any medical conditions including:</p> <ul style="list-style-type: none"> <li>• Transition discussions</li> <li>• At start of school year</li> <li>• New enrolment (during the school year)</li> <li>• New diagnosis informed by parents</li> </ul>	School
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School collates response and identifies those needing individual health plans and sends to school nurse.	School
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School Nurse writes to parents either to review Individual Health Plan (IHP) or start new plan if needed.	School Nurse
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Parents complete IHP – send to school nurse for school. If no response from parents, school nurse to inform designated person. All contacts to be documented and dated.	Parents
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School nurse reviews the IHP, contacts parents if necessary and discusses with school designated person. Stored in school according to policy.	School Nurse & School
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Pupils with medical conditions requiring Individual Health Plan are: those who have diabetes, epilepsy with rescue medication, anaphylaxis, gastrostomy feeds, central line or other long term venous access, tracheostomy, severe asthma that has required a hospital admission within the last 12 months. There may be other children with unusual chronic conditions who need a care plan, please liaise with the school nurse about them.

### **School Individual Health Plan register**

h. Individual Health Plans are used to create a centralised register of pupils with complex health needs. An identified member of school staff has responsibility for the register at this school. Schools should ensure that there is a clear and accessible system for identifying pupils with health plans/medical needs such as names being 'flagged' on the SIMS system. A robust procedure should be in place to ensure that the child's record, contact details and any changes to the administration of medicines, condition, treatment or incidents of ill health in the school are updated on the schools record system.

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

### **Ongoing communication and review of Individual Health Plans**

j. Parents/carers at this school are regularly reminded to update their child's Individual Health 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. Each Individual Health Plan will have a review date.

Parents/carers should have a designated route/person to direct any additional information, letters or health guidance to in order that the necessary records are altered quickly and the necessary information disseminated.

### **Storage and access to Individual Health Plans**

k. Parents/carers and pupils (where appropriate) at this school are provided with a copy of the pupil's current agreed Individual Health Plan.

l. Individual Health Plans are kept in a secure central location at school.

m. Apart from the central copy, specified members of staff (agreed by the pupil and parents/carers) securely hold copies of pupils' Individual Health Plans. These copies are updated at the same time as the central copy. The school must ensure that where multiple copies are in use, there is a robust process for ensuring that they are updated, and hold the same information.

n. 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 the Individual Health Plans and needs of the pupils in their care.

o. This school ensures that all staff protect pupils confidentiality.

p. This school informs parents/carers that the Individual Health Plan would 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 is included on the Individual Health Plan.

q. The information in the Individual Health Plan will remain confidential unless needed in an emergency

### **Use of Individual Health Plans**

Individual Health Plans are used by this school to:

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

### **Consent to administer medicines**

r. If a pupil requires regular prescribed medication at school, parents/carers are asked to provide consent on their child's medication plan (form 3a) giving the pupil or staff permission to administer medication on a regular/daily basis, if required. This form is completed by parents/carers for pupils taking short courses of medication.

s. All parents/carers of pupils with a complex health need who may require medication in an emergency are asked to provide consent on the Individual Health Plan for staff to administer medication.

### **Residential visits**

t. Parents/carers are sent a residential visit form to be completed and returned to school before their child leaves for an overnight or extended day visit. 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 (See Appendix 5).

u. All residential visit forms are taken by the relevant staff member on visits where medication is required. These are accompanied by a copy of the pupil's individual health plan.

v. All parents/carers of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to supervise administration of medication at night or in the morning if required.

w. 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 (See appendix 5). A copy of the Individual Health Plan and equipment/medication must be taken on off-site activities

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

x. This school holds updates on common medical conditions once a year. A record of the content and attendance of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive updates. The School Nursing Service will provide updates if the school request this.

y. All school staff who volunteer or who are contracted to administer emergency medication are provided with training, if needed, by a specialist nurse, doctor or school nurse. The school keeps a register of staff who have had the relevant training, it is the school's responsibility to arrange this (see appendix 4).

z. School should risk assess the number of first aiders it needs and ensure the first aiders are suitably trained to carry out their responsibilities.

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

### **Physical environment**

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

b. Schools should be encouraged to meet the needs of pupils with medical conditions to ensure that the physical environment at this school is as accessible as possible.

c. This school's commitment to an accessible physical environment includes out-of-school visits. The school recognises that this may sometimes mean 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 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 seeks to ensure 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 seeks to ensure that all classroom teachers, PE teachers and sports coaches understand that if a pupil reports they are feeling unwell, the teacher should seek guidance before considering whether they should take part in an activity.

k. Teachers and sports coaches are aware of pupils in their care who have been advised, by a healthcare professional, to avoid or to take special precautions with particular activities.

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.

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

n. This school ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

### 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. 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 SEND leader.

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

r. Pupils at this school learn how to respond to common medical conditions with first aid training.

### Risk Assessments

s. Risk assessments are carried out by this school prior to any out-of-school visit or off site provision and medical conditions are considered during this process. This school considers: how all pupils will be able to access the activities proposed; how routine and emergency medication will be stored and administered, where help can be obtained in an emergency, and any other relevant matters.

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

a. u. This school carries out risk assessments before pupils start any work experience or off-site educational placement. It is this 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/carers before any medical information is shared with an employer or other education provider. Copies of Individual Health Care Plans are sent to off-site placements with parental consent.

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

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

b. School staff have been updated on medical conditions. This update includes information on how to avoid and reduce exposure to triggers for common medical conditions.

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

a. This school works in partnership with all interested and relevant parties including the school's governing body, school staff, and community healthcare professionals and any relevant emergency practitioners 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.

#### **Governors**

have a responsibility to:

- ensure the health and safety of their staff 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 the schools health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions and reviewed annually.
- make sure the medical conditions policy is effectively implemented, monitored and evaluated and regularly updated
- ensure that the school has robust systems for dealing with medical emergencies and critical incidents (see Stockport's Critical Incidents Guidelines), at any time when pupils are on site or on out of school activities.

#### **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

- ensure the policy is put into action, with good communication of the policy to all staff, parents/carers and governors
- ensure every aspect of the policy is maintained
- ensure that if the oversight of the policy is delegated to another senior member of staff ensure that the reporting process forms part of their regular supervision/reporting meetings
- monitor and review the policy at regular intervals, with input from governors, parents/carers, staff and external stakeholders
- report back to governors about implementation of the health and safety and medical conditions policy.
- ensure through consultation with the governors that the policy is adopted and put into action.

### All school staff

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
- call an ambulance in an emergency
- understand the school's medical conditions policy
- know which pupils in their care have a complex health need and be familiar with the content of the pupil's Individual Health Plan
- know the schools registered first aiders and where assistance can be sought in the event of a medical emergency
- know the members of the schools Critical Incident Team if there is a need to seek assistance in the event of an emergency.
- maintain effective communication with parents/carers including informing them if their child has been unwell at school
- ensure pupils who need medication 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 these can have on pupils.
- ensure that all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure that pupils have the appropriate medication or food during any exercise and are allowed to take it when needed.
- follow universal hygiene procedures if handling body fluids

- ensure that pupils who present as unwell should be questioned about the nature of their illness, if anything in their medical history has contributed to their current feeling of being unwell, if they have felt unwell at any other point in the day, if they have an Individual Health Plan and if they have any medication. The member of staff must remember that while they can involve the pupil in discussions regarding their condition, they are in loco parentis and as such must be assured or seek further advice from a registered first aider if they are in doubt as to the child's health, rather than take the child's word that they feel better.

### **Teaching staff**

have an additional responsibility to also:

- ensure pupils who have been unwell have 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, in liaison with the SENCO.
- liaise with parents/carers, 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 healthcare professional**

has a responsibility to:

- help provide regular updates for school staff in managing the most common medical conditions at school at the schools request
- provide information about where the school can access other specialist training.
- update the Individual Health Plans in liaison with appropriate school staff and parents/carers

### **First aiders**

- have an additional responsibility to:
- give immediate, appropriate help to casualties with injuries or illnesses
- when necessary ensure that an ambulance is called.
- ensure they are trained in their role as 1st aider
- it is recommended that first aiders are trained in paediatric first aid.

### **SEND Leaders**

have the additional responsibility to:

- ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or coursework.

### Pastoral Support

has the additional responsibility to:

- 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.

### Pupils

have a responsibility to:

- treat other pupils with and without a medical condition equally
- tell their parents/carers, teacher or nearest staff member when they are not feeling well
- let a member of staff know if another pupil is feeling unwell
- treat all medication with respect
- know how to gain access to their medication in an emergency
- ensure a member of staff is called in an emergency situation.

### Parents/Carers

have a responsibility to:

- tell the school if their child has a medical condition or complex health need
- ensure the school has a complete and up-to-date Individual Health Plan if their child has a complex health need
- inform the school about the medication their child requires during school hours
- inform the school/provider 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
- ensure that the school has full emergency contact details for them
- 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
- if the child has complex health needs, ensure their child has a written Individual Health Plan for school and if necessary an asthma management plan from their doctor or specialist healthcare professional to help their child manage their condition.
- have completed/signed all relevant documentation including form 3a and the Individual Health Plan if appropriate

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

- a. This school's medical condition policy is reviewed, evaluated and updated in line with the school's policy review timeline.
- b. The views of pupils with various medical conditions are actively sought and considered central to the evaluation process.

**Legislation and Guidance**

**Introduction**

Local authorities, schools and governing bodies are all responsible for the health and safety of pupils in their care.

Areas of legislation that directly affect a medical conditions policy are described in more detail in *Managing Medicines in Schools and Early Years Settings*(2005). The main pieces of legislation are the Disability Discrimination Act 1995 (DDA), amended by the Special Educational Needs and Disability Act 2001 (SENDA) and the Special Educational Needs and Disability Act 2005. These acts make it unlawful for service providers, including schools, to discriminate against disabled people. Other relevant legislation includes the Education Act 1996, the Care Standards Act 2000, the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Medicines Act 1968.

This section outlines the main points from the relevant legislation and guidance that schools should consider when writing a medical conditions policy.

The following Stockport guidelines/policies need to be considered -

- Stockport's CYPD Health and Safety Policies
- Head teachers Toolkit

- Critical Incidents Guidelines
- Visits and Journeys Guidelines
- Records Management and Retention Policies
- Reporting of Injuries, Diseases & Dangerous Occurrences Regulations. (R.I.D.D.O.R). This form can be downloaded at:

<http://intranet/smbcintr/new/content/directorates/bs/hr/shrfirst/documents/RIDDOR.pdf>

### **Managing Medicines in Schools and Early Years Settings (2005)**

This provides guidance from the DFE on managing medicines in schools and early year's settings. The document includes the following chapters:

- developing medicines policies
- roles and responsibilities
- dealing with medicines safely
- drawing up an Individual Health Plan
- relevant forms

Medical Conditions at School: A Policy Resource Pack is designed to work alongside Managing Medicines in Schools and Early Years Settings.

### **Disability Discrimination Act 1995 (DDA) and the Special Educational Needs and Disability Acts (2001 and 2005) and the Equality Act (2010)**

Many pupils with medical conditions are protected by the DDA and SENDA, even if they don't think of themselves as 'disabled'.

The Commission for Equality and Human Rights (CEHR) (previously the Disability Rights Commission) publishes a code of practice for schools, which sets out the duties under the DDA and gives practical guidance on reasonable adjustments and accessibility. The CEHR offers information about who is protected by the DDA, schools' responsibilities and other specific issues.

#### **Schools' responsibilities include:**

- not to treat any pupil less favourably in any school activities without material and sustainable justification
- to make reasonable adjustments that cover all activities - this must take into consideration factors such as financial constraints, health and safety requirements and the interests of other pupils. Examples of reasonable

adjustments can be found in the DfES resource: Implementing the DDA in Schools and Early Years Settings\*

- to promote disability equality in line with the guidance provided by the DFE and CEHR through the Disability Equality Scheme.

\*DfES publications are available through the DFE.

### **The Education Act 1996**

Section 312 of the Education Act covers children with special educational needs, the provisions that need to be made and the requirements local health services need to make to help a local authority carry out its duties.

### **The Care Standards Act 2000**

This act covers residential special schools and responsibilities for schools in handling medicines.

### **Health and Safety at Work Act 1974**

This act places duties on employers for the health and safety of their employees and anyone else on their premises. This covers the head teacher and teachers, non-teaching staff, pupils and visitors.

### **Management of Health and Safety at Work Regulations 1999**

These regulations require employers to carry out risk assessments, manage the risks identified and to communicate these risks and measures taken to employees.

### **Medicines Act 1968**

This act specifies the way that medicines are prescribed, supplied and administered.

### **Additional Guidance**

Other guidance resources that link to a medical conditions policy include:

- Healthy Schools Programme - a medical conditions policy can provide evidence to help schools achieve their healthy school accreditation
- Every Child Matters: Change for Children (2004). The 2006 Education Act ensures that all schools adhere to the five aims of the Every Child Matters agenda
- National Service Framework for Children and Young People and Maternity Services (2004) - provides standards for healthcare professionals working with children and young people including school health teams

- Health and Safety of Pupils on Educational Visits: *A Good Practice Guide* (2001) - provides guidance to schools when planning educational and residential visits
- Misuse of Drugs Act 1971 - legislation on the storage and administration of controlled medication and drugs
- Home to School Travel for Pupils Requiring Special Arrangements (2004) - provides guidance on the safety for pupils when travelling on local authority provided transport
- Including Me: Managing Complex Health Needs in School and Early Years Settings (2005).
- Medical Conditions at School Website - <http://medicalconditionsatschool.org.uk/>
- Managing Medicines and Providing Medical Support in Schools and Early Years Settings UNISON - <http://www.unison.org.uk/file/A14176.pdf>

Further advice and resources

### **The Anaphylaxis Campaign**

PO Box 275

Farnborough

Hampshire GU14 6SX

**Phone 01252 546100**

**Fax 01252 377140**

**[info@anaphylaxis.org.uk](mailto:info@anaphylaxis.org.uk)**

**[www.anaphylaxis.org.uk](http://www.anaphylaxis.org.uk)**

### **Asthma UK**

18 Mansell Street

London E1 8AA

**Phone 020 7786 4900**

**Fax 020 7256 6075**

[info@asthma.org.uk](mailto:info@asthma.org.uk)

[www.asthma.org.uk](http://www.asthma.org.uk)

### **Diabetes UK**

Macleod House

10 Parkway

London NW1 7AA

**Phone 020 7424 1000**

**Fax 020 7424 1001**

[info@diabetes.org.uk](mailto:info@diabetes.org.uk)

[www.diabetes.org.uk](http://www.diabetes.org.uk)

### **Epilepsy Action**

New Anstey House

Gate Way Drive

Yeadon

Leeds LS19 7XY

**Phone 0113 210 8800**

**Fax 0113 391 0300**

[epilepsy@epilepsy.org.uk](mailto:epilepsy@epilepsy.org.uk)

[www.epilepsy.org.uk](http://www.epilepsy.org.uk)

### **Long-Term Conditions Alliance**

202 Hatton Square

16 Baldwins Gardens

London EC1N 7RJ

Phone 020 7813 3637

Fax 020 7813 3640

[info@ltca.org.uk](mailto:info@ltca.org.uk)

[www.ltca.org.uk](http://www.ltca.org.uk)

**Department for Education**

Sanctuary Buildings

Great Smith Street

London SW1P 3BT

Phone 0870 000 2288

**Text-phone/Minicom 01928 794274**

**Fax 01928 794248**

[info@dcyf.gov.uk](mailto:info@dcyf.gov.uk)

[www.dcyf.gov.uk](http://www.dcyf.gov.uk)

**Council for Disabled Children**

National Children's Bureau

8 Wakley Street

London EC1V 7QE

Phone 020 7843 1900

Fax 020 7843 6313

[cdc@ncb.org.uk](mailto:cdc@ncb.org.uk)

[www.ncb.org.uk/cdc](http://www.ncb.org.uk/cdc)

**National Children's Bureau**

8 Wakley Street

London EC1V 7QE

Phone 020 7843 6000

Fax 020 7278 9512

[www.ncb.org.uk](http://www.ncb.org.uk)

**PHE Health Protection Team**

0344 225 0562 Option 1

[www.gov.uk/government/organisations/public-health-england](http://www.gov.uk/government/organisations/public-health-england)

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# Form 1 - Individual Health Plan

For pupils with complex health needs at school 1

Date form completed \_\_\_\_\_

Date for review \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_ Changes to Individual Health Plan Y/N

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_ Changes to Individual Health Plan Y/N

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_ Changes to Individual Health Plan Y/N

Copies held by \_\_\_\_\_

## 1. Pupil's Information

Name of School \_\_\_\_\_ Name of Pupil \_\_\_\_\_

Class/Form \_\_\_\_\_ Date of Birth \_\_\_\_\_ Male/Female

## 2. Contact Information

Pupil's Address \_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_

### Family Contact 1

Name \_\_\_\_\_

Phone (day) \_\_\_\_\_ Phone (evening) \_\_\_\_\_

Mobile \_\_\_\_\_ Relationship with Child \_\_\_\_\_

### Family Contact 2

Name \_\_\_\_\_

Phone (day) \_\_\_\_\_ Phone (evening) \_\_\_\_\_

Mobile \_\_\_\_\_ Relationship with Child \_\_\_\_\_

GP

Name \_\_\_\_\_ Phone \_\_\_\_\_

Specialist Contact

Name \_\_\_\_\_ Phone \_\_\_\_\_

Medical condition information

3. Details of pupil's medical conditions

Signs and symptoms of this pupil's condition: \_\_\_\_\_

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Triggers or things that make this pupil's condition/s worse: \_\_\_\_\_

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4. Routine healthcare requirements

(For example, dietary, therapy, nursing needs or before physical activity)

During school hours: \_\_\_\_\_

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Outside school hours: \_\_\_\_\_

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5. What to do in an emergency

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6. Regular medication taken during school hours

Medication 1

Name/type of medication (as described on the container): \_\_\_\_\_

\_\_\_\_\_

Dose and method of administration

(the amount taken and how the medication is taken, eg tablets, inhaler, injection)

\_\_\_\_\_

When it is taken (time of day)? \_\_\_\_\_

Are there any side effects that could affect this pupil at school? \_\_\_\_\_

\_\_\_\_\_

Are there any contraindications (signs when this medication should not be given)? \_\_\_\_\_

\_\_\_\_\_

Self-administration: can the pupil administer the medication themselves?

(Delete as appropriate) Yes / No / Yes, with supervision by:

Staff member's name \_\_\_\_\_

Medication expiry date \_\_\_\_\_

Medication 2

Name/type of medication (as described on the container): \_\_\_\_\_

\_\_\_\_\_

Dose and method of administration

(the amount taken and how the medication is taken, eg tablets, inhaler, injection)

\_\_\_\_\_

When it is taken (time of day)? \_\_\_\_\_

Are there any side effects that could affect this pupil at school? \_\_\_\_\_

\_\_\_\_\_

Are there any contraindications (signs when this medication should not be given)? \_\_\_\_\_

\_\_\_\_\_

Self-administration: can the pupil administer the medication themselves?

(Delete as appropriate) Yes / No / Yes, with supervision by:

Staff member's name \_\_\_\_\_

Medication expiry date \_\_\_\_\_

### 7. Emergency medication

(please complete even if it is the same as regular medication)

Name/type of medication (as described on the container): \_\_\_\_\_

Describe what signs or symptoms indicate an emergency for this pupil

\_\_\_\_\_

Dose and method of administration (how the medication is taken and the amount) \_\_\_\_\_

Are there any contraindications (signs when medication should not be given)? \_\_\_\_\_

\_\_\_\_\_

Are there any side effects that the school needs to know about? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Self-administration: can the pupil administer the medication themselves?

(Delete as appropriate) yes / no / yes, with supervision by:

Staff members name \_\_\_\_\_

Is there any other follow-up care necessary? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who should be notified? (Delete as appropriate) Parents or carers / Specialist / GP

### 8. Regular medication taken outside of school hours

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

Name/type of medication (as described on the container): \_\_\_\_\_

Are there any side effects that the school needs to know about that could affect school activities? \_\_\_\_\_

9. Members of staff trained to administer medications for this pupil

Regular medication \_\_\_\_\_

Emergency medication \_\_\_\_\_

10. Specialist education arrangements required

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

\_\_\_\_\_  
\_\_\_\_\_

11. Any specialist arrangements required for off-site activities

(please note the school will send parents/carers a separate form prior to each residential visit/off-site activity)

\_\_\_\_\_  
\_\_\_\_\_

12. Any other information relating to the pupil's healthcare in school?

\_\_\_\_\_  
\_\_\_\_\_

Parental and pupil agreement

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

Signed (Pupil) \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_

Signed (Parent))If pupil is below the age of 16) \_\_\_\_\_

Date \_\_\_\_\_

Print name \_\_\_\_\_

#### Healthcare professional agreement

I agree that the information is accurate and up to date.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_ Job title \_\_\_\_\_

#### Permission for emergency medication

I agree that I/my child can be administered my/their medication by a member of staff in an emergency

I agree that my child cannot keep their medication with them and the school will make the necessary medication storage arrangements

I agree that I/my child can keep my/their medication with me/them for use when necessary

Name of medication carried by pupil \_\_\_\_\_

Signed (Parent) \_\_\_\_\_ Date \_\_\_\_\_

#### Head teacher agreement

It is agreed that (name of child) \_\_\_\_\_

will receive the above listed medication at the above listed time (see part 6).

will receive the above listed medication in an emergency (see part 7).

This arrangement will continue until \_\_\_\_\_

(either end date of course of medication or until instructed by the pupil's parents/carers).

## Appendix 2 - Template Letter from School Nurse to Parent

Dear Parent

Re: The Individual Health Plan

Thank you for informing the school of your child's medical condition. With advice from the Department for Children, Schools and Families and the school's governing bodies, we are working with schools to follow our shared medical conditions policy.

As part of this policy, we are asking all parents/carers of children with a complex health need to help us by completing an Individual Health Plan for their child. Please complete the plan enclosed and return it to me at ..... If you would prefer to meet me to complete the Individual Health Plan or if you have any questions then please contact me on [insert school nurse contact number].

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.

Please make sure the plan is regularly checked and updated and the school and school nurse are 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.

Thank you for your help.

Yours sincerely

School Nurse

Form 3a - Medication permission and record: individual pupil

Pupil's information:

Name of School \_\_\_\_\_ Date medication provided by parent \_\_\_\_\_

Name of Pupil \_\_\_\_\_ Name of Medication \_\_\_\_\_

Class/Form \_\_\_\_\_ Dose and Method (how much and when taken) \_\_\_\_\_

Any other information \_\_\_\_\_ When is it taken? (time) \_\_\_\_\_

Quantity received \_\_\_\_\_

Expiry Date \_\_\_\_\_

Date and quantity of medication returned to parent \_\_\_\_\_

Staff Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Parent Contact Number \_\_\_\_\_

Form 4 - Staff training record:

Individual's information

Name of school \_\_\_\_\_ Type of training received \_\_\_\_\_  
\_\_\_\_\_

Date training completed \_\_\_\_\_

Training provided by \_\_\_\_\_

Trainer job title and profession \_\_\_\_\_

I confirm that the following people have received the training detailed above.

Name of people attending training:

1. \_\_\_\_\_ 2. \_\_\_\_\_
3. \_\_\_\_\_ 4. \_\_\_\_\_
5. \_\_\_\_\_

Trainer's signature \_\_\_\_\_ Date \_\_\_\_\_

Use a separate sheet if more than five people have received training.

I confirm that the people listed above have received this training.

Headteacher signature \_\_\_\_\_ Date \_\_\_\_\_

Suggested date for update training \_\_\_\_\_

Appendix 5 - Form for Visits and Journeys

This Form is to be returned by (date):

School or Youth Centre:

Course or Activity:

Date of Course/Activity:

Student Details

Surname:

Forename(s):

Date of Birth:

Medical Information Please indicate

Does your son/daughter suffer from any illness or physical disability? If so please describe:

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Yes / No

If medical treatment is required, please describe:-

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To the best of your knowledge has she/he been in contact with any contagious or infectious disease during the past four weeks:

If so, please give brief details: \_\_\_\_\_

\_\_\_\_\_

Yes / No

Is he/she allergic to any medication?

If so, please give brief details: \_\_\_\_\_

\_\_\_\_\_

Yes / No

Has your son/daughter received a tetanus injection in the last 5 years? Yes / No

Please indicate any special dietary requirements due to medical, religious or moral reasons.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Parental Declaration

I give permission for my daughter/son \_\_\_\_\_(insert name) to take part in the above activity as described, including all organised activities

I undertake to inform the visit organiser or the Headteacher as soon as possible of any relevant change in medical circumstances occurring before the journey.

I hereby authorised any accompanying member of staff of the school to give consent to such medical treatment as is considered necessary for my child by a qualified medical practitioner during the visit.

I understand the extent and limitations of the insurance cover provided.

Contact Information

Address:

Home Telephone No.

Work Telephone No.

Emergency contact address if different from that above

Address:

Tel No.

Name of Family Doctor

Telephone Nos.

Address:

Signed Parent/Guardian

## Appendix 6 - Contacting Emergency Services

Dial 999, ask for an ambulance and be ready with the following information

1. Your telephone number.
2. Give your location as follows.
3. State the postcode.
4. Give exact location in the school of the person needing help.
5. Give your name.
6. Give the name of the person needing help.
7. Give a brief description of the person's symptoms (and any known medical condition).
8. Inform ambulance control of the best entrance and state that the crew will be met at this entrance and taken to the pupil.
9. Don't hang up until the information has been repeated back to you.
10. Ideally the person calling should be with the child, as the emergency services may give first aid instruction
11. Never cancel an ambulance once it has been called

Speak clearly and slowly

Insert school address and postcode

Form 7

Put a completed copy of this form by phones around the school