



**THE ARRETON AND OAKFIELD FEDERATION**

**SUPPORTING PUPILS AT SCHOOL WITH A MEDICAL  
CONDITION POLICY STATEMENT AND GUIDANCE  
2015 - 2018**

CCP Committee

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Date of next review: November 2018

## Supporting pupils with medical conditions policy

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## **Policy statement**

- The federation of Arreton CE and Oakfield CE (Aided) Primary Schools (Federation) are inclusive schools that aim to support and welcome pupils with medical conditions
- We aim to provide all pupils with all medical conditions the same opportunities as others in our schools

## **We will help to ensure that all pupils can:**

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

## **The Federation will ensure that all staff in school:**

- Understand their duty of care to children and young people in the event of an emergency
- Feel confident in knowing what to do in an emergency
- Understand the common medical conditions that affect children at school
- Receive training on the impact medical conditions can have on pupils

## **The Federation understands that:**

- Certain medical conditions are serious and can be potentially life-threatening, particularly if ill-managed or misunderstood
- The importance of medication being taken as prescribed

## Policy Guidelines

### 1. The Federation are inclusive communities that aim to support pupils with medical conditions

- a. We understand that we have a responsibility to make our schools welcoming, supportive to pupils with medical conditions who currently attend and to those who may enrol in the future
- b. We aim to provide all children with all medical conditions the same opportunities as others in 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. Pupils feel confident in the support they receive from school to help them to do this
- d. The Federation aims to include all pupils with medical conditions in all school activities
- e. Parents<sup>1</sup> of pupils with medical conditions feel secure in the care their children receive at 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 feel confident in knowing what to do in an emergency
- h. The Federation understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood
- i. All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact this can have on pupils.
- j. The medical conditions policy is understood and supported by the whole school and local health authority

### 2. Consultation

- a. The federation has consulted on the development of this medical condition policy with a wide range of key stakeholders within the school and health settings. These key stakeholders include:
  - Pupils with medical conditions
  - Parents
  - School nurse
  - Headteacher
  - Teachers
  - SENCO (including Disabilities)
  - Members of staff trained in first aid
  - All other school staff
  - Local health care professionals
  - School governors /local authority (employer)

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<sup>1</sup> The term 'parent' implies any person or body with parental responsibility such as foster parent, guardian or local authority

### **3. Communication**

- a. Pupils are informed and regularly reminded about the medical conditions policy :
  - In the school newsletter at several intervals during the school year
  - In personal, social and health education (PHSE) classes
- b. Parents are informed and regularly reminded about the medical conditions policy:
  - At the start of the school year when communication is sent out about health care plans
  - In the school newsletter at several intervals during the school year
  - When their child is enrolled as a new pupil
  - Via the school website, where it is available all year round
- c. School staff are informed and regularly reminded about the medical conditions policy:
  - Through copies handed out at the first staff meeting of the school year and before education health care plans are distributed to parents
  - At scheduled medical conditions training
  - Through the key principles of the policy being displayed in several prominent staff areas
  - All supply and temporary staff are informed of children with health care plans
- d. Relevant local health staff and all other stakeholders are informed and regularly reminded about the school's medical condition policy
  - Via Primary Care Trust (PCT) links and the school/community nurse
  - Via the school website

### **4. Training**

- a. All staff within the Federation are aware of the most common serious medical conditions
- b. Staff understand their duty of care to pupils in the event of an emergency. In an emergency situation staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.
- c. All staff who work with groups of pupils receive training and know what to do in an emergency for the pupils in their care with medical conditions
- d. Training is refreshed for all staff at least once a year
- e. Action for staff to take in an emergency for the common serious conditions in our school are displayed as posters in prominent locations for all staff including staffrooms, kitchens and the staff room<sup>2</sup>
- f. The Federation uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.
- g. The Federation has procedures in place so that a copy of the pupil's Healthcare Plan is sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.

### **5. Emergency procedures**

1. All staff know what action to take in the event of a medical emergency. This includes:
  - how to contact emergency services and what information to give
  - who to contact within the school.
- b. Training is refreshed for all staff at least once a year.
- c. Action to take in a general medical emergency is displayed in prominent locations for staff. These include classrooms, the staff room, food preparation areas and sporting facilities.
- d. If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The Federation tries to ensure that the staff member will be one the pupil knows.
- e. Generally, staff should not take pupils to hospital in their own car. The Federation has clear guidance from the local authority on when (and if) this is appropriate.

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<sup>2</sup> Emergency procedure posters are provided I appendix \*\*

## **6. Clear guidance on the administration of medication at school**

### **Administration – emergency medication**

- a. All pupils at this school with medical conditions have **easy access to their emergency medication**.
- b. All pupils are encouraged to carry and administer their own emergency medication, when their parents and health specialists determine they are able to start taking responsibility for their condition. All pupils carry their emergency medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits.
- c. Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it.
- d. Pupils who do not carry and administer their own emergency medication understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their medication safely.

### **Administration – general**

- e. All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of a named member of staff at this school.
- f. The Federation understands the importance of medication being taken as prescribed.
- g. All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so.
- h. There are several members of staff within the Federation who have been specifically trained to administer medication when the need has been identified
- i. Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.
- j. All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as administering medication.
- k. In some circumstances medication is only administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult.
- l. Parents at this school understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.
- m. If a pupil at this school refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.
- n. If a pupil at this school needs supervision or access to medication during home to school transport organised by the local authority, properly trained escorts are provided. All drivers and escorts have the same training as school staff, know what to do in a medical emergency and are aware of any pupils in their care who have specific needs. If they are expected to supervise or administer emergency medication they are properly trained and have access to the relevant Healthcare Plans.

- o. All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.
- p. 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.
- q. If a pupil misuses medication, either their own or another pupil's, their parents are informed as soon as possible. These pupils are subject to the school's usual disciplinary procedures.

#### **7. Safe storage of medication at school**

- a. Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.
- b. Pupils are reminded to carry their emergency medication with them.
- c. Pupils, whose healthcare professionals and parents advise the school that their child is not yet able or old enough to self-manage and carry their own emergency medication, know exactly where to access their emergency medication.

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

- e. All non-emergency medication is kept in a secure place, in a lockable drawer in a cool dry place. Pupils with medical conditions know where their medication is stored and how to access it.
- f. Staff ensure that medication is only accessible to those for whom it is prescribed.

#### **Safe storage – general**

- g. There is an identified member of staff who ensures the correct storage of medication at school, apart from Epi-pens and inhalers which are the responsibility of the child's class teacher.
- h. All controlled drugs are kept in a locked cupboard and only named staff have access, even if pupils normally administer the medication themselves.
- i. Three times a year the identified members of staff check the expiry dates for all medication stored at school, although this is primarily the responsibility of the parents.
- j. The identified member of staff, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labeled with the pupil's name, the name and dose of the medication and the frequency of dose. This includes all medication that pupils carry themselves.
- k. All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- l. Medication is stored in accordance with instructions, paying particular note to temperature.
- m. Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised pupils or lockable as appropriate.
- n. All medication is sent home with pupils at the end of the school year. Medication is not stored in summer holidays.

o. It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

### **Safe disposal**

p. Parents at this school are asked to collect out-of-date medication.

q. If parents do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.

r. A named member of staff/class teacher is responsible for checking the dates of medication and arranging for the disposal of any that have expired.

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

t. If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy or to school or the pupil's parent.

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

## **8. Record keeping**

### **Enrolment forms**

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

### **Healthcare Plans**

#### **Drawing up Healthcare Plans**

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

See Appendix 1 – Form 1

c. A Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of pupils with a long-term medical condition. This is sent:

- at the start of the school year
- at enrolment
- when a diagnosis is first communicated to the school.

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

See Appendix 1 – Form 2

See Appendix 1 – Form 3a

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



f. This school ensures that a relevant member of school staff is also present, if required to help draw up a Healthcare Plan for pupils with complex healthcare or educational needs.

### **School Healthcare Plan register**

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

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

### **Ongoing communication and review of Healthcare Plans**

i. Parents at this school are regularly reminded to update their child's Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change.

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

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

### **Storage and access to Healthcare Plans**

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

m. Healthcare Plans are kept in a secure central location at school.

n. Apart from the central copy, specified members of staff (agreed by the pupil and parents) securely hold copies of pupils' Healthcare Plans. These copies are updated at the same time as the central copy.

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

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

q. This school ensures that all staff protect pupil confidentiality.

r. This school seeks permission from parents to allow the Healthcare Plan to be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day. This permission is included on the Healthcare Plan.

s. This school seeks permission from the pupil and parents before sharing any medical information with any other party, such as when a pupil takes part in a work experience placement.

### **Use of Healthcare Plans**

Healthcare Plans are used by this school to:

- inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care
- remind pupils with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times

- identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of common triggers
- ensure that all medication stored at school is within the expiry date
- ensure this school's local emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency
- remind parents of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

### **Consent to administer medicines**

t. If a pupil requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent on their child's Healthcare Plan giving the pupil or staff permission to administer medication on a regular/daily basis, if required. A separate form is sent to parents for pupils taking short courses of medication.

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

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

w. Parents of pupils with medical conditions at this school are all asked at the start of the school year on the Healthcare Plan if they and their child's healthcare professional believe the child is able to manage, carry and administer their own emergency medication.

### **Residential visits**

x. Parents are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit. 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 1 – Form 5**

y. All residential visit forms are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. These are accompanied by a copy of the pupil's Healthcare Plan.

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

aa. The residential visit form also details what medication and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away.

See Appendix 1 – Form 5

### **Other record keeping**

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

### **See Appendix 1 – Form 3a and 3b**

cc. This school holds training on common medical conditions as required. All staff attending receive a certificate confirming the type of training they have had. A log of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive training.

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

### **See Appendix 1 – Form 4**

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

## **9. Inclusive environment**

### **Physical environment**

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

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

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

### **Social interactions**

d. This school ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.

e. This school ensures the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits.

f. All staff at this school are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.

g. Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

### **Exercise and physical activity**

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

i. This school ensures all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.

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

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

l. This school ensures all PE teachers, classroom teachers and school sports coaches are aware of the

potential triggers for pupils' medical conditions when exercising and how to minimize these triggers.

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

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

### **Education and learning**

o. This school ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.

p. If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at this school understand that this may be due to their medical condition.

q. Teachers at this school are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN coordinator. The school's SEN coordinator consults the pupil, parents and the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.

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

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

### **Residential visits**

t. Risk assessments are carried out by this school prior to any out-of-school visit and medical conditions are considered during this process. Factors this school considers include: how all pupils will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.

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

v. Risk assessments are carried out 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 before any medical information is shared with an employer or other education provider.

## **10. Common triggers**

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

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

c. The school has posters detailing common triggers for the common medical conditions at this school.

d. Written information about how to avoid common triggers for medical conditions has been provided to all school staff in the form of posters.

## **See Appendix 1 – Form 6**

e. This school uses Healthcare Plans to identify individual pupils who are sensitive to particular triggers. These plans ensure those individual pupils remain safe during all lessons and activities throughout the school day.

f. Full health and safety risk assessments are carried out on all out-of-school activities before they are approved, including work experience placements and residential visits, taking into account the needs of pupils with medical conditions.

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

### **11. Roles and responsibilities**

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

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

#### **Employer**

##### **This school's employer has a responsibility to:**

- ensure the health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips
- ensure health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions
- make sure the medical conditions policy is effectively monitored and evaluated and regularly updated
- 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.

#### **Head teacher**

##### **This school's head teacher has a responsibility to:**

- ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- liaise between interested parties including pupils, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents, governors, the school health service, the local authority transport service, and local emergency care services
- ensure the policy is 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 school staff**

#### **All staff at this school have a responsibility to:**

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

### **Teaching staff**

#### **Teachers at this school have a responsibility to:**

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

## **School nurse or school healthcare professional**

### **The school nurse has a responsibility to:**

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

## **First aider**

### **First aiders at this school have a responsibility to:**

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

## **Special educational needs coordinators**

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

- help update the school's medical condition policy
- know which pupils have a medical condition and which have special educational needs because of their condition
- ensure pupils who have been unwell catch up on missed schoolwork
- ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or course work.

## **Local doctors and specialist healthcare professionals**

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

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

## **Pupils**

### **The pupils at this school have a responsibility to:**

- treat other pupils with and without a medical condition equally
- tell their parents, teacher or nearest staff member when they are not feeling well
- let a member of staff know if another pupil is feeling unwell

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

## **Parents**

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

- tell the school if their child has a medical condition
- ensure the school has a complete and up-to-date Healthcare Plan for their child
- inform the school about the medication their child requires during school hours
- inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- tell the school about any changes to their child's medication, what they take, when, and how much
- inform the school of any changes to their child's condition
- ensure their child's medication and medical devices are labelled with their child's full name
- 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.

## **Governors**

### **The Governors of this school have a responsibility to:**

- 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, 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
- 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
- make sure the medical conditions policy is effectively monitored and evaluated and regularly updated
- ensure that the LA provide indemnity for staff who volunteer to administer medication to pupils with medical conditions.



## **12. Monitoring, evaluation and review**

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

b. New Department for Children, Families and Schools and Department of Health guidance is actively sought and fed into the review.

c. In evaluating the policy, this school seeks feedback on the effectiveness and acceptability of the medical conditions policy with a wide-range of key stakeholders within the school and health settings. These key stakeholders include:

- pupils
- parents
- school nurse and/or school healthcare professionals
- headteacher
- teachers
- special education needs coordinator
- first aider
- all other school staff
- local health professionals
- the school employer
- school governors.

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

### **FURTHER ADVICE & GUIDANCE**

**Department for Education**

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

**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**

Summit House

70 Wilson Street

London EC2A 2DB

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 Children, Schools and Families**

Sanctuary Buildings

Great Smith Street

London SW1P 3BT

Phone 0870 000 2288

Textphone/Minicom 01928 794274

Fax 01928 794248

[info@dcsf.gsi.gov.uk](mailto:info@dcsf.gsi.gov.uk)

[www.dcsf.gov.uk](http://www.dcsf.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**

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)

## Appendix 1

### Form 1 – Healthcare Plan

Healthcare Plans are the ideal tool for your school to record important details about individual pupils' medical needs, their triggers, signs, symptoms, medication and other treatments. Healthcare Plans record details about the medication pupils take both in and outside school hours. They are also a convenient way to record permission from parents and the head teacher at your school for medication to be administered by a member of staff, or self-administered by individual pupils during school hours.

Your school can request that all parents of pupils with a medical condition complete a plan at the beginning of each school year, or when they enrol. Plans should be updated every year and whenever an individual pupil's condition or medical needs change.

Parents, pupils and the pupil's healthcare professional should be asked to fill out an individual pupil's healthcare plan together. Parents can then return these completed forms to the school. It may be helpful to ensure that a relevant member of school staff is also present, to help draw up Healthcare Plans for pupils with complex healthcare or educational needs.

Your school will also find Healthcare

Plans helpful to:

- create and update a centralised register of pupils with medical conditions in your school
- identify common or important individual triggers for pupils with medical conditions at your school to help you devise a trigger reduction schedule
- ensure your local emergency care services have a timely and accurate summary of a pupil requiring emergency treatment.

Everyone who contributes to a pupil's plan, including the pupil's parents and the school, should keep a copy.

### Form 2 – Template letter

Your school can adapt this template letter, as required, to accompany Healthcare Plans when they are sent to parents of pupils with medical conditions.

The following forms can be used to help your school implement a medical conditions policy. The forms are based on the DfES guidance *Managing Medicines in Schools and Early Years Settings*, and have been amended to incorporate advice and comments from school staff, parents and organisations who represent children and young people with medical conditions.

These may be adapted to meet the needs of your school.

#### How to use the forms

### Form 3a – Medication permission and record: individual pupil

This form can be used to record the administration of medication during school hours for individual pupils. Your school may choose to use this form to record the administration of long-term medication, such as insulin. It is also an ideal way to record short-term courses of medication (eg, antibiotics) that pupils may need to take during school hours.

Pupils' parents can be asked to fill in the information about their child and their child's medication on this form. Individual pupils' parents and the school should all keep a copy of the first page of this

form. The school can then use the rest of the form to record every time the pupil has taken their medication.

**Form 3b** – Record of medication: all pupils

Your school may choose to use this form to keep

- a record of each time medication is administered to
- a pupil by a member of staff or when staff supervise
- a pupil self-administering their medication. If a pupil
- refuses to have medication administered, this can
- also be recorded on this form. This form can be
- used on its own, or alongside Form 3a.

**Form 4** – Staff training record

This form can be used by your school to record the details of staff who have received training for administering medication to pupils, where specific training is required.

**Form 5** – Residential visits and out-of-school activities

This form can be used to send to parents of children with medical conditions to complete on each occasion their child attends a residential visit or starts a new out-of-school activity. This form can help your school receive up-to-date information on pupils' medical conditions, any current medication they are taking and their current level of overall health. The 'residential visits' form can be attached to a copy of the pupil's Healthcare Plan and taken on the residential visit by a nominated member of staff.

**Form 6** – Strategy and schedule for minimising triggers

Your school can use this form to record common triggers (or factors that make a pupil's medical condition worse) for common medical conditions pupils have at your school. Triggers that individual pupils are particularly sensitive to can also be included on this form. This form is an ideal way to help your school make a plan to minimise and eliminate exposure to the health and safety risks of medical condition triggers.

**Form 7** – Contacting emergency services

Your school can use this form to make all staff aware about how to contact the emergency services by keeping this form next to every phone in the school.

# FORM 1

## Federation of Arreton St Georges and Oakfield CE (Aided) Primary Schools

### Health Care Plan for a Pupil with Medical Needs

|                                   |                                 |                                      |
|-----------------------------------|---------------------------------|--------------------------------------|
| <b>Name:</b>                      | <b>DOB:</b>                     | <b>Class:</b>                        |
| <b>Address:</b>                   |                                 |                                      |
| <b>Medical Condition (s):</b>     |                                 |                                      |
| <b>Contact Information:</b>       |                                 |                                      |
| <b>Family Contact 1.</b>          | <b>Family Contact 2.</b>        | <b>Family Contact 3.</b>             |
| <b>GP Name:</b>                   | <b>Hospital/clinic contact:</b> | <b>Other professionals involved:</b> |
| <b>Date of Plan was drawn up:</b> |                                 |                                      |
| <b>Review date:</b>               |                                 |                                      |
| <b>Signed:</b>                    |                                 |                                      |
| <b>School Nurse:</b> _____        |                                 |                                      |

**Class Teacher:** \_\_\_\_\_

**SENCO/ Inclusion Leader:** \_\_\_\_\_

**Headteacher:** \_\_\_\_\_

**Parent/ Carer:** \_\_\_\_\_

| <b>Medical Condition(s)</b> | <b>Pupil's individual Symptoms</b> | <b>Daily Care requirements (before sport, lunchtime etc)</b> | <b>What constitutes as an emergency for the pupil</b> | <b>Action to be taken with follow up care</b> | <b>Who is responsible in an emergency (state if different when off-site)</b> |
|-----------------------------|------------------------------------|--|---|---|--|
|                             |                                    |  |   |   |  |

## TEMPLATE LETTER

Dear Parent

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 recently established a new medical conditions policy for use by all staff.

As part of this new policy, we are asking all parents of children with a medical condition to help us by completing a school Healthcare Plan for their child/children. 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 us on [insert school 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 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

Head teacher



## 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 ( <i>how much and when taken</i> ) |
| Any other information: | When it is taken ( <i>time of day</i> ):           |
|                        | Quantity received:                                 |
|                        | Expiry date:                                       |
|                        | Date & quantity of medication returned to parent:  |
| Staff signature:       | Parent signature:                                  |
| Print name:            | Print name:  |
|                        | Parent contact number:                             |

|                 |  |  |  |
|-----------------|--|--|--|
| <b>Date</b>     |  |  |  |
| Time given      |  |  |  |
| Member of staff |  |  |  |
| Staff initials  |  |  |  |
| <b>Date</b>     |  |  |  |
| Time given      |  |  |  |
| Member of staff |  |  |  |
| Staff initials  |  |  |  |

|                 |  |  |  |
|-----------------|--|--|--|
| <b>Date</b>     |  |  |  |
| Time given      |  |  |  |
| Member of staff |  |  |  |
| Staff initials  |  |  |  |
| <b>Date</b>     |  |  |  |
| Time given      |  |  |  |
| Member of staff |  |  |  |
| Staff initials  |  |  |  |
| <b>Date</b>     |  |  |  |
| Time given      |  |  |  |
| Member of staff |  |  |  |
| Staff initials  |  |  |  |
| <b>Date</b>     |  |  |  |
| Time given      |  |  |  |
| Member of staff |  |  |  |
| Staff initials  |  |  |  |

**Record of medication: all pupils**

| Date | Pupil's name | Time | Name of medication | Dose given | Any reactions | Signature of staff member | Print name |
|------|--------------|------|--------------------|------------|---------------|---------------------------|------------|
|      |              |      |                    |            |               |                           |            |
|      |              |      |                    |            |               |                           |            |
|      |              |      |                    |            |               |                           |            |
|      |              |      |                    |            |               |                           |            |
|      |              |      |                    |            |               |                           |            |
|      |              |      |                    |            |               |                           |            |
|      |              |      |                    |            |               |                           |            |

## Staff training record: administration of medication Individual's information

|                             |                                   |
|-----------------------------|-----------------------------------|
| Name of school:             | Training provided by:             |
| Type of training received:  | Trainer job title and profession: |
| Date of training completed: |                                   |

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

|                           |       |
|---------------------------|-------|
| Name of people attending: | 1.    |
| 2.                        | 3.    |
| 4.                        | 5.    |
| Trainer's signature:      | Date: |

Please 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: |       |

## Residential visits and out-of-school activities for pupils with medical conditions at school

The school will not give your child medication unless you complete and sign this form. Please complete this form for medication that your child will need on the visit no earlier than seven days before the start of the visit. For more than two types of medication repeat this page. This form will be attached to the Healthcare Plan and taken on the visit.

|                        |                            |
|------------------------|----------------------------|
| Contact details:       | Name of school:            |
| Relationship to pupil: | Date(s) of visit:          |
| Phone (day)            | Visit destination:         |
| Mobile:                | Group/class/form:          |
| Phone evening:         | Name of pupil:             |
| Address:               | Date of birth:             |
| Postcode:              | Medical condition/illness: |

| <b>Medication 1</b>   | <b>Medication 2</b>   |
|---|---|
| Name/type of medication<br><br><i>(as described on the container)</i>                   | Name/type of medication<br><br><i>(as described on the container)</i>                   |
| Expiry date:  | Expiry date:  |
| Dose and method   | Dose and method   |
| When is it taken  | When is it taken  |
| Are there any contradictions ( <i>signs when this medication should not be given</i> )? | Are there any contradictions ( <i>signs when this medication should not be given</i> )? |
| Are there any side effects that the school/setting needs to know about?                 | Are there any side effects that the school/setting needs to know about?                 |
| Self-administration   | Self-administration:  |
| <input type="checkbox"/> yes <input type="checkbox"/> no                                | <input type="checkbox"/> yes <input type="checkbox"/> no                                |
| <input type="checkbox"/> yes, with supervision by:                                      | <input type="checkbox"/> yes, with supervision by:                                      |
| Staff members' name   | Staff members' name   |
| What to do in an emergency  | What to do in an emergency  |

**Please provide any other information that the school needs to be aware of regarding your child’s medical condition and recent health before the residential visit or out-of-school activity:**

---

Is your child well enough to attend the visit?

I understand that I must deliver the medication personally to:

Agreed member of staff:

Signature(s) (parent)

Print name:

Date:

## Contacting the Emergency Services

### Request for an Ambulance

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

- 1. Your telephone number:** Arreton: 01983 528429  
Oakfield: 01983 563732
- 2. Give your location as follows (insert school/setting):**  
Arreton Primary School, Main Road, School Lane, Arreton, Isle of Wight  
Oakfield Primary School. Appley Road, Ryde, Isle of Wight
- 3. State the postcode is:** Arreton: PO30 3AD Oakfield: PO33 1NE
- 4. Give exact location in the school/setting:**
- 5. Give your name:**
- 6. Give name of the child and a brief description of the child's symptoms:**
- 7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to the location of the child.**