



Medical Policy

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Statutory Policy	Yes

Signed: David Buckle

Chair of Governors Date: **Dec 2020**

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1. Policy statement

Higham Lane School is an inclusive community that aims to support and welcome students with medical conditions.

Our School aims to provide all students with all medical conditions the same opportunities as others at school.

Our School will help to ensure these students can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well-being.

Our School ensures all staff:

- understand their duty of care to students in the event of an emergency
- feel confident in knowing what to do in an emergency
- understand the common medical conditions that affect students at this school. Staff receive training (where appropriate) on the impact specific medical conditions can have on students

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

Our School understands the importance of medication being taken as prescribed.

2. Responsibilities

The following roles and responsibilities are used for the medical conditions policy at our school:

As an employer our school 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 students). 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 students with medical conditions
- make sure the medical conditions policy is effectively monitored and evaluated and regularly updated

Our 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 and that all relevant parties have been consulted
- ensure the policy is put into action, with good communication of the policy to all and to ensure 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 students' Healthcare Plans

- ensure student confidentiality
- assess the training and development needs of staff and arrange for them to be met
- delegate a staff member to maintain the school medical conditions register
- monitor and review the policy annually (or sooner 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 and changes

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 students in their care have a medical condition and be familiar with the content of the student's Healthcare Plan
- allow all students to have immediate access to their emergency medication
- maintain effective communication with parents/carers including informing them if their child has been unwell at school
- ensure students who carry their medication with them have it when they go on a school visit or out of the classroom
- be aware of students 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 students
- ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in

Teachers at this school have a responsibility to:

- ensure students who have been unwell catch up on missed school work
- be aware that medical conditions can affect a student's learning and provide extra help when students need it
- liaise with parent/carers, the SENDCo and other agencies if a student is falling behind with their work because of their condition
- use opportunities such as CPSHE and other areas of the curriculum to raise student awareness about medical conditions

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

Our SENDCo has responsibility to:

- help update the school's medical condition policy
- know which students have a medical condition and which have special educational needs because of their condition
- ensure teachers make the necessary arrangements if a student needs special consideration or access arrangements in exams or course work

Healthcare professionals caring for students, who attend this school, have a responsibility to:

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

The students at this school have a responsibility to:

- treat other students with and without a medical condition equally
- tell their parent/carers, teacher or nearest staff member when they are not feeling well
- let a member of staff know if another student is feeling unwell
- let any student take their medication when they need it, and ensure a member of staff is called where necessary
- treat all medication with respect
- know how to gain access to their medication in an emergency
- know how to take their own medication and to take it when they need it
- ensure a member of staff is called in an emergency situation

The parents/carers of a student 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 medication if their child is carrying it on their person during school hours
- inform the school of any medication their child is taking while taking part in out-of-school activities
- tell the school about any changes to their child's medical condition
- ensure their child's medication/medical devices are labelled with their child's full name
- ensure that their child's medication/medical devices are 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 GP or specialist healthcare professional
- ensure their child has a written care/self-management plan from their GP or specialist healthcare professional where needed, to help their child manage their condition

Policy framework

Our School is an inclusive community that aims to support and welcome students with medical conditions.

Higham Lane School is welcoming and supportive of students with medical conditions. It provides all students with medical conditions the same opportunities and access to activities (both school based and out-of-school) as other students. No student will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.

Students with medical conditions are encouraged to take control of their condition. Students and parents/carers feel confident in the support they receive from the school to help them do this. Our school will listen to the views of students and parents/carers. Our medical conditions policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation.

Our school has clear guidance on the administration and storage of medication at school.

Our school ensures all staff understand their duty of care to students and know what to do in the event of an emergency. Our staff understand and receive training in the school's general emergency procedures.

Our school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood. All staff also understand the common medical conditions that affect students at this school. Staff receive training on the impact this can have on students. Staff understand that all students with the same medical condition may not have the same needs.

Our school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. We are actively working towards reducing and where possible eliminating these health and safety risks and are forming a written schedule of reducing specific triggers to support this.

Our School has clear guidance about record keeping.

The medical conditions policy is understood and supported by the whole school and local health community. It is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings. Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.

The medical conditions policy is regularly reviewed, evaluated and updated annually or sooner if necessary.

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

Our key stakeholders include:

- Students with medical conditions
- Parents/carers
- School Nursing Team and other Healthcare professionals
- Head teacher

- Teaching staff
- SENDCo
- Members of staff trained in first aid
- All other school staff
- Governing Body

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

Students are informed and regularly reminded about the medical conditions policy:

- through Student Voice assemblies
- in notices on Sharepoint
- in personal, social and health education (CPSHE)
- through school-wide communication about results of the monitoring and evaluation of the policy

Parent/carers/Governors are informed and regularly reminded about the medical conditions policy:

- by including the policy statement in the school's prospectus and signposting access to the policy
- at the start of the school year when communication is sent out requesting updated Healthcare Plans (where necessary)
- in the school newsletter
- when their child is enrolled as a new student
- via the school's website, where it is available all year round
- through school-wide communication about results of the monitoring and evaluation of the policy

School staff are informed and regularly reminded about the medical conditions policy:

- via our Medical Information Drawer and in the Policies Drawer, where it is stored, on Sharepoint and staff noticeboard
- at scheduled medical conditions training
- through school-wide communication about results of the monitoring and evaluation of the policy
- all supply staff are informed of appropriate and relevant information concerning specific students as necessary. Temporary staff on longer term contracts have access to the policy and information on Sharepoint and the School's website.

Relevant local health staff are informed and regularly reminded about the school's medical conditions policy:

- by letter accompanied with a printed copy of the policy at the start of the school year
- via primary care trust (PCT) links and the school/community nurse

All other external stakeholders are informed and reminded about the school's medical conditions policy:

- by letter accompanied with a printed copy of the policy summary at the start of the school year
- through communication about results of the monitoring and evaluation of the policy.

All staff understand and are trained in what to do in an emergency for students with medical conditions at our school.

All staff (including temporary or supply staff where relevant) are aware of the medical conditions at our school and understand their duty of care to students in the event of an emergency.

All staff receive training and know what to do in an emergency and this is refreshed at least once a year.

Our school uses Healthcare Plans to inform the appropriate staff of students in their care who may need emergency help. Should a student need to attend hospital a copy of the Healthcare Plan can be made available to accompany them (parent/ carer permission is sought).

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

All staff (including temporary or supply) know what action to take in the event of an emergency and receive regular training. This includes

- how to contact emergency services and what information to give
- who to contact within the school

If a student or member of staff needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent/carer arrives. Staff will not take students to hospital in their own car, but will accompany by ambulance.

Our School has clear guidance on the administration of medication at school

All students at our School with medical conditions have easy access to their emergency medication.

All students are encouraged to carry and administer their own emergency medication, when their parents/carers and health specialists determine they are able to start taking responsibility for their condition. All students 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.

Students who do not carry and administer their own emergency medication know where their medication is stored and how to access it. They understand the arrangements for a member of staff to assist in helping them take their medication safely (e.g. Epi-pen).

This School understands the importance of medication being taken as prescribed. If a student misuses their medication, or anyone else's, their parents/carers are informed as soon as possible and the School's disciplinary procedures are followed.

All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a student taking medication unless they have been specifically contracted to do so.

For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to students under the age of 16, but only with the written consent of the student's parent/ carer.

Training is given to all staff members who agree to administer medication to students, where specific training is needed. Our School insurance policy provides full indemnity. If a student at this school refuses their medication, parents/carers are informed as soon as possible.

All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parents/carers in an emergency situation. This may include taking action such as administering medication.

Parents/carers at this school understand that they must let the school know immediately if their child's needs change.

All staff attending off-site visits are aware of any students 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.

Our School has clear guidance on the storage of medication and equipment at school

Emergency medication is readily available to students 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.

Most students at this school carry their emergency medication on them at all times. Students keep their own emergency medication securely.

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

Staff ensure that medication is only accessible to those for whom it is prescribed. There is an identified member of staff who ensures the storage of prescribed medication at school, where needed.

All controlled drugs are kept in a locked cupboard and only named staff have access. All medication is supplied and stored, wherever possible, in its original containers. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.

It is the parents/carers responsibility to ensure new and in date medication comes into school on the first day of the new academic year. Parents/carers at this school are asked to collect out-of-date medication.

Sharps boxes are used for the disposal of needles. Parents/carers can also obtain sharps boxes from the student's GP or paediatrician on prescription. All sharps boxes in this school are stored in the school medical room.

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 school or the student's parents/carers.

Collection and disposal of sharps boxes is arranged through the schools own hygiene contract.

Our school has clear guidance about record keeping

Parents/carers at this School are asked to indicate if their child has any health conditions or health issues on the data collection sheets, which are sent out for review at the start of each school year. Parents/carers of new students starting at other times during the year are also asked to provide this information on data collection sheets.

Our school uses a Healthcare Plan to record important details about individual student's medical needs. The parents/carers, healthcare professional and student with a medical condition, are asked to fill out the student's Healthcare Plan together. Parents/carers must then return these completed forms to the school. Our school ensures that a relevant member of school staff is also present, if required to help draw up a Healthcare Plan for students with complex healthcare or educational needs. We can also submit a referral if we have concerns about a particular student.

Every student with a Healthcare Plan at this school has their plan discussed and reviewed at least once a year with healthcare professionals.

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

Our School seeks permission from parents/carers before sharing any medical information with any other party. We make sure that the student's confidentiality is protected.

Parents/carers at this school are reminded to pass on updated Healthcare Plans, particularly 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.

Healthcare Plans are used by our school to:

- inform the appropriate staff and supply teachers about the individual needs of a student with a medical condition in their care
- identify common or important individual triggers for students with medical conditions at school that bring on symptoms and can cause emergencies. We use this information to help reduce the impact of common triggers
- ensure local emergency care services have a timely and accurate summary of a student's current medical management and healthcare in the event of an emergency

All parents/carers of students 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. If a student requires regular/daily help in administering/managing their medication this is also outlined on the student's Healthcare Plan.

In the case of school trips and off-site activities, our school meets with the student, parents/carers and relevant healthcare professionals prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded and accompanies them on the visit.

We make sure that all staff providing support to a student have received suitable training and ongoing support, to make sure staff have the confidence to fulfill the requirements set out in a student's Healthcare Plan.

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

Our school is committed to providing a physical environment accessible to students with medical conditions and students are consulted to ensure this accessibility. Our school is committed to an accessible physical environment for out of school activities.

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

Our school ensures the needs of students 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.

All staff at our school are aware of the potential social problems that students 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. Opportunities for discussion during CPSHE and other lessons raise awareness of medical conditions and help promote a positive environment.

Our school understands the importance of all students taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all students. This includes out of school clubs and team sports.

Our school ensures all classroom teachers, PE teachers and relevant staff understand that students must not be forced to take part in an activity if they feel unwell. They must also be aware of students in their care who have been advised to avoid, or to take special precautions with particular activities and the potential triggers for students' medical conditions when exercising and how to minimise these.

Our school ensures all students have the appropriate medication/equipment/food with them during physical activity and that students take them when needed.

Our school ensures that students with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at School as any other student. Appropriate adjustments and extra support are provided where needed.

All school staff understand that frequent absences, or symptoms such as limited concentration and frequent tiredness, may be due to a student's medical condition. We will not penalise students for their attendance if their absences relate to their medical condition.

Our school will refer students with medical conditions who are finding it difficult to keep up educationally to the SENDCo, who will liaise with the student, parent/ carer and healthcare professional.

Students at our school learn about what to do in the event of a medical emergency.

Risk assessments are carried out by our school prior to any out-of-school visit, including work experience and educational placements. Medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

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

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

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

Our school has a list of common triggers for the common medical conditions at this school. We are writing a trigger reduction schedule and are actively working towards reducing or eliminating these health and safety risks.

We use Healthcare Plans to identify individual students who are sensitive to particular triggers. The school has a detailed action plan to ensure these individual students remain safe during all lessons and activities throughout the school day.

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 students with medical conditions.

Our school reviews medical emergencies and incidents. Appropriate changes to policy and procedures are implemented where necessary.

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

Our school works in partnership with all relevant parties including the school's governing body, all school staff, parents/carers, employers, community healthcare professionals and students to ensure the policy is planned, implemented and maintained successfully.

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

In evaluating the policy, our School seeks feedback from key stakeholders including students, parent/carers, school healthcare and other professionals, school staff and the Governing Body. The views of students with various medical conditions are actively sought and considered central to the evaluation process.