



## Medical Conditions, First Aid and Adminstrating Medication Policy

### Policy Statement

**The school is an inclusive community that welcomes and supports pupils with medical conditions.**

**The school provides all pupils with any medical condition 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 wellbeing once they leave school

The school makes sure all staff understand their duty of care to children and young people in the event of an emergency. All staff feel confident in knowing what to do in an emergency.

The school understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.

The school understands the importance of medication and care being taken as directed by healthcare professionals and parents/carers.

All staff understand the medical conditions that affect pupils at the school. Staff receive training on the impact medical conditions can have on pupils.

The named member of staff responsible for this medical conditions policy and its implementation is: Miss Susan Park, Head teacher.

#### **1. The school is an inclusive community that supports and welcomes pupils with medical conditions.**

- The school is welcoming and supportive of pupils with medical conditions. It provides pupils with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other pupils. No pupil will be denied admission because arrangements for their medical condition have not been made.
- The school will listen to the views of pupils and parents/carers.
- Pupils and parents/carers feel confident in the care they receive from the school and the level of that care meets their needs.



- Staff understand the medical conditions of pupils at the school and that they may be serious, adversely affect a pupil's quality of life and impact on their ability to learn.
  - All staff understand their duty of care to the pupils and know what to do in the event of an emergency.
  - The organisation and local health community understand and support the medical conditions policy.
  - The school understands that all pupils with the same medical condition will not have the same needs.
  - The school recognises that duties in the Children and Families Act (England only), the Equality Act (England, Wales and Scotland) and the Disability Discrimination Act (Northern Ireland only) relate to pupils with disability or medical conditions is anticipatory.
  - Pupils, parents/carers, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication.
2. **All staff understand and are trained in what to do in an emergency for pupils with medical conditions at the school.**
- All school staff, including temporary or supply staff, are aware of the medical conditions at the school and understand their duty of care to pupils in an emergency.
  - All staff receive training in what to do in an emergency and this is refreshed regularly.

### **Policy Framework**

The policy framework describes the essential criteria for how the school can meet the needs of pupils with long-term conditions including diabetes.

- All pupils with a medical condition at the school have an individual healthcare plan (IHP), which explains what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parent/carer permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.
3. **All staff understand and are trained in the school's general emergency procedures.**
- All staff, including temporary or supply staff, know what action to take in an emergency and receive updates regularly.



- If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent/carer arrives, or accompany a pupil taken to hospital by ambulance.
- 4. The school has clear guidance on providing care and support and administering medication at school.**
- The school understands the importance of medication being taken and care received as detailed in the pupil's IHP.
  - The school will make sure that there are members of staff who have been trained to administer the medication and meet the care needs of an individual pupil. The school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. The proprietor has made sure that there is the appropriate level of insurance and liability cover in place.
  - The school will give medication (prescription or non-prescription) to a pupil under 16 **with** a parent/carer's written consent except in exceptional circumstances. Every effort will be made to encourage the pupil to involve their parent/carer, while respecting their confidentiality.
  - When administering medication, for example pain relief, the school will check the maximum dosage and when the previous dose was given. Written parent/carer consent will be acquired via a care plan. The school will not give a pupil under 16 aspirin unless prescribed by a doctor. An IRF will be completed when medication is administered and recorded in the Headteacher log.
  - The school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit.
  - Parents/carers at the school understand that they should let the school know immediately if their son or daughter's needs change.
  - If a pupil misuses their medication, or anyone else's, their parent/carer is informed and an IRF completed as soon as possible and the school's disciplinary procedures are followed.
- 5. The school has clear guidance on the storage of medication and equipment at school.**
- The school makes sure that all staff understand what constitutes an emergency for an individual pupil and makes sure that emergency medication/equipment is readily available wherever the pupil is in the school and on off-site activities, and is not locked away. Pupils may carry their emergency medication with them if they wish and this is deemed appropriate. This includes Epi pens, Insulin Pens and asthma inhalers.
  - Pupils can carry Epi pens, Insulin Pens and asthma inhalers if they are competent, otherwise the school will keep controlled drugs stored securely, but



accessibly, with only named staff having access. Staff at the school can administer a controlled drug to a pupil once they have had specialist training.

- The school will make sure that all medication is stored safely, and that pupils with medical conditions know where they are at all times and have access to them immediately.
- The school will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. 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.
- Parents/carers are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term.
- The school disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school if required and will accompany a pupil on off-site visits. They are collected and disposed of in line with local authority procedures.

#### **6. The school has clear guidance about record keeping.**

- Parents/carers at the school are asked if their son / daughter has any medical conditions on the admission form.
- The school uses an IHP to record the support an individual pupil needs around their medical condition. The IHP is developed with the pupil (where appropriate), parent/carer, school staff, specialist nurse (where appropriate) and relevant healthcare services.
- The school has a centralised register of IHPs, and an identified member of staff has the responsibility for this register.
- IHPs are regularly reviewed, at least every year or more frequently if the pupil circumstances or conditions change.
- The pupil (where appropriate) parents/carers, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for the pupils in their care.
- The school makes sure that the pupil's confidentiality is protected.
- The school seeks permission from parents/carers before sharing any medical information with any other party.
- The school meets with the pupil (where appropriate), parent/carer, specialist nurse (where appropriate) and relevant healthcare services prior to any extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the pupil's IHP which accompanies them on the visit.



- The school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff in pupil record files.
- The school makes sure that all staff providing support to a pupil have received suitable training and ongoing support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent/carer. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence, and the school keeps an up-to-date record of all training undertaken and by whom.

**7. The 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.**

- The school is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. The school is also committed to an accessible physical environment for out-of-school activities.
- The school makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities and extended school activities.
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's anti-bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- The school understands the importance of all pupils 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 pupils.
- The school understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.
- The school makes sure that pupils have the appropriate medication / equipment / food with them during physical activity.
- The school makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other pupil, and that appropriate adjustments and extra support are provided.



- All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. The school will not penalise pupils for their attendance if their absences relate to their medical condition. The school may require medical evidence of absence from parents/carers.
- Pupils at the school learn what to do in an emergency.
- The school makes sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.
- The school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

## 8. First Aid and Administering Medication

Schools are recommended to treat pupils as though they are employees for the purposes of first aid and provide first aid materials and expertise according to the findings of a risk assessment. This means that staff administering first aid must have appropriate training and understand confidentiality protocols. The school must make provision for the secure storage of medication and have procedures for administering medication and treatment that have been agreed with parents and carers.

Information on providing first aid in schools is on the Department for Education's website: <http://www.education.gov.uk/schools/pupilsupport/pastoralcare/health/firstaid>

## 9. Roles and responsibilities

The **Headteacher** is responsible for implementing the policy, identifying a responsible staff member for managing first aid and the administration of medicines, and ensuring that appropriate resources and staff training are available.

The **staff member** responsible must draw up procedures in consultation with health specialists, ensure that they are kept up to date and that records are maintained, and provide information to staff.

It is the school policy to ensure that as many staff as possible are Emergency First Aid trained, in addition to this many staff hold a First Aid at Work Certificate.

Where pupils are out of school on an educational visit they will always be accompanied by at least one member of staff who is first aid trained.

**Parents/carers** must ensure that the Headteacher is fully informed about any medical conditions that pupils have and their requirements for administering medication.



**Pupils** are responsible for caring for their own welfare and that of other pupils and understanding the importance of risk assessment.

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

- In evaluating the policy, the school seeks feedback from key stakeholders including pupils, parents/carers, school healthcare professionals, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services and the proprietor. The views of pupils with medical conditions are central to the evaluation process.

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

**Written by: S Park, Headteacher**

Review Date: August 2019, August 2020

**Next Review Date: August 2021**

**Authorised by Gordon Quince (Director)**

A handwritten signature in black ink, appearing to read 'Gordon Quince', written in a cursive style.