



THE BISHOPS' BLUE COAT CHURCH OF ENGLAND HIGH SCHOOL

MEDICAL CONDITIONS POLICY

Is this policy statutory?	Yes
Review period	3 Years
Date of approval	December 2017

1. Policy statement

We are an inclusive community that aims to support and welcome students with medical conditions. We understand that we have a responsibility to make the school welcoming and supportive to students with medical conditions. We will ensure that students with medical conditions receive appropriate care and support at school, in order for them to have full access to education and remain healthy. This policy has been developed in line with the DfE's guidance: 'Supporting students at school with medical conditions'. The school is committed to ensuring positive action to ensure equality when supporting health needs.

2. Legal framework

This policy has due regard to statutory legislation and guidance including, but not limited to, the following:

- Children and Families Act 2014
- DfE 'Supporting students at school with medical conditions' 2015

3. Definitions

- We define "medication" as any prescribed or over the counter medicine.
- We define "prescription medication" as any drug or device prescribed by a doctor.
- We define a "staff member" as any member of staff employed at the school, including teachers.

4. Key roles and responsibilities

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 interested and relevant parties including the school's governing body, all school staff, parents, employers, community healthcare professionals and students to ensure the policy is planned, implemented and communicated successfully.

4.1 Governing body

- a. The governing body has overall responsibility for the implementation of the Medical Conditions Policy.
- b. The governing body has overall responsibility for ensuring that administering medication (section 6), does not discriminate on any grounds, including but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- c. The governing body is responsible for handling complaints regarding this policy, as outlined in the school's Complaints Policy.
- d. The governing body is responsible for ensuring the correct level of insurance is in place for the administration of medication.
- e. The governing body is responsible for ensuring that members of staff who provide support to students with medical conditions are suitably trained and have access to information needed.

- f. The governing body is responsible for ensuring that relevant health and social care professionals are consulted in order to guarantee that the needs of students with medical conditions are properly supported.
- g. The governing body will manage any complaints or concerns regarding the support provided or administration of medicine using the school's Complaints Procedure Policy.

4.2 Headteacher

- a. The Headteacher is responsible for the day-to-day implementation of the Medical Conditions Policy.
- b. The Headteacher is responsible for ensuring that appropriate training is undertaken by staff members administering medication.
- c. The Headteacher is responsible for delegating the H&S manager that staff members understand the local emergency services' arrangements and that training records are available.
- d. The Headteacher is responsible for ensuring the policy is put into action.
- e. The Headteacher is responsible for delegating to the data protection team student confidentiality.
- f. The Headteacher is responsible for delegating to the supply co-ordinator that all supply teachers and new staff know the medical conditions policy.
- g. The Headteacher is responsible for delegating a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register thus ensuring that information held by the school is accurate and up to date, including information sharing systems in place using students' Healthcare Plans.
- h. The Headteacher is responsible for monitoring and reviewing the policy regularly with input from students, parents, staff and governors.
- i. The Headteacher is responsible for updating the policy every three years according to review recommendations and recent local and national guidance and legislation.
- j. The Headteacher is responsible for reporting back to all key stakeholders about implementation of the medical conditions policy.

4.3 All staff members

- a. All staff members, including teachers, support staff and volunteers, are responsible for following the policy and for ensuring students do so also.
- b. All staff members, including teachers, support staff and volunteers, are responsible for implementing the agreed policy fairly and consistently.

4.4 School Health Advisor

- a. The school nurse has a responsibility to help update the school's medical conditions policy.
- b. The school nurse has a responsibility to help provide regular training for school staff in managing the most common medical conditions at school.
- c. The school nurse provides information about where the school can access other specialist training.

4.5 First aider

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

4.6 Special educational needs coordinator

- a. SEND has a responsibility to help update the school's medical condition policy.
- b. SEND has a responsibility to know which students have a medical condition and which have special educational needs because of their condition.
- c. SEND has a responsibility to ensure teachers make the necessary arrangements if a student needs special consideration or access arrangements for internal exams or course work.
- d. SEND have a responsibility to maintain, review and store IHCP documentation (7.1)

4.7 Parents/carers

- a. If a student is sent to hospital, at least one member of staff will accompany the student until their parent/carer has arrived.
- b. Parents/carers are expected to keep the school informed about any changes to their child/children's health.

- c. Parents/carers are expected to complete a medication administration form (appendix A) prior to bringing medication into school.
- d. Parents/carers ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.
- e. Parents/carers ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.
- f. Parents/carers are expected to discuss medications with their child/children prior to requesting that a staff member administers the medication.
- g. Parents/carers ensure the school has a complete and up-to-date IHCP for their child.
- h. Parents/carers inform the school about the medication their child requires during school hours.
- i. Parents/carers inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities.

4.8 Students

- a. Students have a responsibility to treat other students with and without a medical condition equally.
- b. Students have a responsibility to tell their parents, teacher or nearest staff member when they are not feeling well.
- c. Students have a responsibility to let a member of staff know if another student is feeling unwell.
- d. Students have a responsibility to treat all medication with respect.
- e. Students have a responsibility to know how to gain access to their medication in an emergency.
- f. Students have a responsibility to ensure a member of staff is called in an emergency situation.

4.9 Local doctors and specialist healthcare professionals

Individual doctors and specialist healthcare professionals caring for students who attend our school, have a responsibility to:

- a. complete the student's Healthcare Plans when required.
- b. where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours
- c. 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
- d. ensure the child or young person knows how to take their medication effectively
- e. ensure children and young people have regular reviews of their condition and their medication
- f. provide the school with information and advice regarding individual children and young people with medical conditions (with the consent of the student and their parents) when required.
- g. understand and provide input in to the school's medical conditions policy.

5. Training of staff

- a. All staff members will receive training on the Administering Medication Policy as part of their new starter induction.
- b. We provide whole-school awareness training so that all staff are aware of the Administering Medication Policy and understand their role in implementing the policy at the beginning of each year.
- c. The headteacher will ensure that a sufficient number of staff are suitably trained in administering medication.
- d. All relevant staff will be made aware of a student's medical condition.
- e. A first aid certificate does not constitute appropriate training in supporting children with medical conditions.

6. Medication

6.1 Administration of medication

- a. It is our policy that medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so. Medication will only be administered at school for those students with long-term conditions and if there is no other option. Individual cases will be considered on their merits.
- b. Prior to staff members administering any medication, the parents/carers of the student must complete and sign a medication administration form.
- c. No student will be given medicines without written parental consent.

- d. Before administering medicine, maximum dosages and when the previous dose was taken will be checked.
- e. Staff members have the right to refuse to administer medication. If a staff member does refuse, the headteacher will delegate the responsibility to another staff member.
- f. Training is given to staff members who agree to administer medication to students.
- g. Where appropriate, students will be encouraged to take their own medication under the supervision of a member of staff. With regard to medication for behaviour-related conditions, such as ADHD, please be advised that the school is not responsible for the management and administration of medication for students – this is the responsibility of the parent. Parents must ensure that their child has taken their medication at the appropriate time every day and in dose frequencies which enable them to be taken outside of school hours. The school will keep spare medication, so long as it is within date, but it is NOT our responsibility to check on a daily basis whether a student has taken their medication. In relation to these cases, if a student does not take his or her medication, this could have serious consequences in terms of school discipline. In such situations, parents will be expected to attend a meeting to establish key responsibilities.
- h. Parents/carers will be consulted before a student is given approval to be responsible for their own medication. These arrangements will be reflected in their Individual Health Care Plan (IHCP).
- i. If a student refuses to take their medication, staff will not force them to do so, but will follow the procedure agreed upon in their ICHP and parents/carers will be informed so that alternative options can be considered. Relevant records will be updated.
- j. The school cannot be held responsible for side effects which occur when medication is taken correctly.
- k. Where a student's medical condition is unclear, or where there is a difference of opinion, judgements about what support to provide will be based on the available evidence, including a consultation with parents/carers.
- l. If a trained member of staff, who is usually responsible for administering medication, is not available we make alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.
- m. If a student misuses medication, either their own or another student's, their parents are informed as soon as possible. These students are subject to the school's usual disciplinary procedures.

6.2 Administering Emergency Medication

- a. All students with medical conditions have easy access to their emergency medication
- b. All students 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 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.
- c. Students who do not carry and administer their own emergency medication know where their medication is stored and how to access it
- d. Students 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.
- e. All 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.
- f. 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.

6.3 Storage

- a. There is an identified member of staff in the medical room/reception area who ensures the correct storage of medication at school.
- b. All medication is supplied and stored, wherever possible, in its original containers.
- c. All prescription medication is kept in a locked cupboard and only medical room/reception staff have access, even if students normally administer the medication themselves.

- d. Medicines must be in date, labelled, and provided in the original container with dosage instructions. Medicines which do not meet these criteria will not be administered, with the exception of insulin which is acceptable to use if it is in date but in a different container, such as an insulin pen.
- e. The identified member of staff checks the expiry dates for all medication stored at school regularly – at least once per term.
- f. The identified member of staff, along with the parents of students with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labelled with the student's name, the name and dose of the medication and the frequency of dose. This includes all medication that students carry themselves.
- g. Needles and sharp objects will always be disposed of in a safe way, using 'sharp boxes' provided.
- h. A maximum of four weeks' supply of medication may be provided to the school.
- i. Students will never be prevented from accessing their medication.
- j. Medication is stored in accordance with instructions, paying particular note to temperature.
- k. When medicines are no longer required, they will be returned to the parents/carers of the student.
- l. All medication is sent home with students at the end of the school year. Medication is not stored in summer holidays.
- m. 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 or at an appropriate time.

6.4 Safe disposal

- a. Parents at our school are asked to collect out-of-date medication.
- b. 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.
- c. A member of staff in the medical room/reception area is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done termly and is always documented.
- d. Sharps boxes are used for the disposal of needles. Parents can obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes are stored in the medical room. Collection and disposal is arranged externally.
- e. 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 student's parent.

7. Individual healthcare plans

- a. Individual healthcare plans (IHCP) are provided to the school by parents or medical professionals for students with long term medical conditions. They 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 IHCP if required.
- b. If a student has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent to the student's parents to complete. *See Appendix 1.*
- c. The parents, healthcare professional and student with a medical condition are asked to fill out the student's IHCP together. Parents then return these completed forms to the school.

7.1 School IHCP register

- a. IHCPs are used to create a centralised register of students with medical needs.
- b. The SENDCO ensures staff follows up with parents any further details on a student's IHCP.
- c. Parents are regularly reminded to update their child's IHCP if their child has a medical emergency or if there have been any changes to their symptoms, or their medication and treatments change.
- d. Every student with a IHCP has their plan reviewed at least once a year.

7.2 Storage and access to Healthcare Plans

- a. IHCPs are kept in the SEND area.
- b. All members of staff who work with groups of students have access to the IHCPs of students in their care.
- c. When a member of staff is new to a student group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the IHCPs of students in their care.
- d. We ensure that all staff protect student confidentiality.
- e. IHCPs may be sent ahead to emergency care staff, should an emergency happen during the school hours or at a school activity outside of the normal school day.

- f. We ensure we seek permission from the student and parents before sharing any medical information with any other party, such as when a student takes part in a work experience placement.

8. Other record keeping

- a. Written records will be kept for any medication administered to students.
- b. A log with students' severe medical conditions is shared with staff at the beginning of each academic year and is held centrally. Updates are communicated to staff.
- c. We ensure we keep an accurate record of each occasion an individual student is given or supervised taking medication. Details of the supervising staff member, student, dose, date and time are recorded. If a student refuses to have medication administered, this is also recorded and parents are informed as soon as possible.
- d. Parents 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.
- e. Parents of new students starting at other times during the year are also asked to provide this information on enrolment forms.
- f. We hold training on common medical conditions regularly. A log of medical condition training is kept by the school H&S manager.
- g. All school staff who volunteer or who are contracted to administer medication are provided with training. The school H&S manager keeps a register of staff who have had the relevant training.

9. Trips and visits

- a. Staff attending off-site visits are aware of any students with medical conditions on the visit. Trip leaders are responsible for obtaining information about medical conditions of students, about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed. In the event of a school trip or activity which involves leaving the school premises, medicines and devices, such as insulin pens and asthma inhalers, will be readily available to staff and students.
- b. All trips and visits require consent from parents which involves requesting parents to update medical records. This form requests up-to-date information about the student's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the student manage their condition while they are on the trip/visit. This includes information about medication not normally taken during school hours.
- c. All consent 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 student's ICHP if relevant.
- d. All parents of students with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication if required.
- e. The residential visit form also details what medication and what does the student 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 student manage their condition while they are away.

Monitor and review

- a. This policy is reviewed every three years by the governing body.
- b. Records of medication, which have been administered on school grounds, will be monitored and the information will be used to improve school procedures.
- c. Staff members who are trained to administer medication will routinely recommend any improvements to the procedure.
- d. Complainants are directed to the school website where the Complaints Policy may be found.