



Middlesex Learning Partnership

Supporting Students with Medical Conditions

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POLICY STATEMENT AND PRINCIPLES

The school is an inclusive community that aims to support and welcome students with medical conditions. This school understands its responsibility to make the school welcoming, inclusive and supporting to all students with medical conditions and provide them the same opportunities as others at the school.

We will help to ensure they can:

- Be healthy
 - Stay safe
 - Enjoy and achieve
 - Make a positive contribution
 - Achieve economic well-being
- The school ensures all staff understand their duty of care to children and young people in the event of an emergency.
 - Staff receive ongoing training and are regularly updated on the impact medical conditions can have on students. The training agenda is based on a review of current healthcare plans.
 - All staff feel confident in knowing what to do in an emergency.
 - This school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
 - This school understands the importance of medication being taken as prescribed.
 - All staff understand the common medical conditions that affect children at this school.

This school has consulted on the development of this medical condition policy with a wide-range of key stakeholders within both the school and health settings. The policy and supporting documents are based on Department of Education statutory guidance (Sept 2014) **Supporting pupils at school with medical conditions.**

These key stakeholders include:

- Students with medical conditions
- Parents of children with medical conditions
- Staff
- Governors
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The implementation of the medical conditions policy will be announced on the school website and by a clear communication plan for staff, parents and students to ensure its full implementation. Ongoing staff training will be provided.

This 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, emotional, sporting and educational activities.

Roles and Responsibilities

Parents and Guardians – are responsible for notifying the School and Attendance Wellbeing Team by letter or by telephone of the following:

- What medical conditions their child has
- If they have an individual Healthcare Plan
- Daily medical needs and for trips/residential
- Changes to condition
- Providing labelled medication

Students are responsible for:

- Ensuring they inform responsible adults on how their condition affects them.

The Governing Body is responsible for:

- Ensuring health and safety measures for staff and students
- Ensuring risk assessments are inclusive of students with medical conditions
- Ensuring the medical policy is kept up to date
- Report on medical policy success and improvement
- Providing indemnity to staff who volunteer to administer medication.

The Head Teacher is responsible for:

- Ensuring the school is inclusive and welcoming.
- Ensuring that medical policy is in keeping with local and national guidance and frameworks.
- Liaison between interested parties, ensure policy is implemented and kept up to date.
- Ensuring training for staff.

Teachers and other school staff are responsible for:

- ? Awareness of triggers and symptoms of conditions and how to act in an emergency
- ? Knowing which students have a medical condition
- ? Allowing students immediate access to emergency medication
- ? Communicating with parents if child unwell
- ? Ensuring students have their medication when out of the classroom
- ? Being aware if students with medical conditions suffer bullying or need extra social support
- ? Understanding common medical conditions and impact on students
- ? Ensuring all students with medical conditions are not excluded unnecessarily from activities
- ? Ensuring students with medical conditions have adequate medication and sustenance during exercise
- ? Being aware how medical conditions can affect school work
- Liaising with parents if child's learning is suffering due to medical condition
- ? Using opportunities to raise awareness of medical conditions.

Other health professionals are responsible for:

- Helping update school's medical policy
- ? Helping provide regular training to school staff on common medical conditions
- ? Providing information about additional training
- ? Giving immediate help to casualties in school
- ? Ensuring ambulance or other professional help is called when necessary.

SEND/CO/Pastoral Support/Welfare Officer are responsible for:

- Helping update school's medical policy
- ? Knowing which students have SEN due to their medical condition
- ? Ensuring teachers make arrangements if student needs special consideration
- ? Ensuring students with medical conditions are not excluded unnecessarily from activities.

Monitoring of Individual Healthcare Plans

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

- 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.

- The parents, healthcare professional and student with a medical condition, are asked to fill out the student's individual Healthcare Plan together. Parents then return these completed forms to the school.
- ☐ This school ensures that a relevant member of school staff is also present, if required to help draw up an individual Healthcare Plan for students with complex healthcare or educational needs.

Visually, this is represented in the table.

Monitoring of Individual Healthcare Plan



School Health Care Register

- ☒ List on 'Go4 Schools' updated as required, Wellbeing Team email staff re updates

Ongoing Communication and Review of Individual Healthcare Plans

- ☒ In special circumstances e.g. trip, school information flags up IHCP students.
- ☒ Attendance/Wellbeing team provide information, medical and training for relevant staff.
- ☒ Parents are informed they are responsible for updating Attendance and Wellbeing Team of any changes to personal data or medical circumstances.

Storage and Access to Individual Healthcare Plans

- ☒ IHCP are in medical room, Curriculum Area office, Staffroom, Reception.
 - Students with a IHCP will be shown on seating plans for teachers' use.
- ☒ Teaching staff of individual students, CSOs are responsible for informing staff for students joining in-year.
- ☒ Systems for alerting supply staff are being developed.
- ☒ Parents agree to details being made available.

Individual Healthcare Plans are used by this school to:

- ☒ Inform the appropriate staff and supply teachers about the individual needs of a student with a medical condition in their care.
- ☒ Remind students 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 students 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 student's current medical management and healthcare in the event of an emergency.
- ☒ Student data and IHCP are printed and provided to emergency care staff.
- ☒ Remind parents of students with medical conditions to ensure that any medication kept at school for their child is within its expiry date. This includes spare medication.

Administration of Medication

- ☒ The school understands the importance of taking the medication as prescribed.
- ☒ All staff understand 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. Where specific training is not required, any member of the Attendance and Wellbeing team may administer prescribed and non-prescribed medicines to all students under the age of 16 with parental consent.
- ☒ Middlesex Learning Partnership is responsible to ensure full insurance and indemnity to staff who administer medicines. Our insurance policy includes liability cover.
- ☒ Administration of medication which is defined as a controlled drug (even if the student can administer themselves) should be done under the supervision of a member of staff.

Storage of Medication

Safe storage – emergency medication (EpiPens)

- a) Emergency medication is readily available to students who require it at all times during the school day. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available. Attendance and Wellbeing team have keys and spares are kept by Head's PA.
- b) All students carry their own EpiPens at all times and a spare kept in the medical room.
- c) Students are reminded to carry their emergency medication with them.

Safe storage – non emergency medication

- a) All non-emergency medication is kept in a lockable cupboard in the medical room.
- b) Students with medical conditions know where their medication is stored and how to access it.
- c) Staff ensure that medication is only accessible to those for whom it is prescribed.

Safe storage – general

- a) Medical Lead in the Attendance and Wellbeing Team ensures the correct storage of medication at school.
- b) Three times a year the Medical Lead in the Attendance and Wellbeing Team checks the expiry dates for all medication stored at school.
- c) The Medical Lead in the Attendance and Wellbeing Team along with the parents of students with medical conditions, ensures that all emergency and non-emergency medication brought into school is clearly labelled with the student's name, the name and dose of medication and the frequency of dose. This includes all medication that students carry themselves.
- d) Some medication may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. This is in a secure area, inaccessible to unsupervised students.
- e) 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.

Disposal

- A sharps box is used for 'sharp' objects
- ☒ Medication is returned to the local pharmacy
- ☒ Hand gel is available

Record Keeping

- ☒ Parents are sent a data/medical form at the start of the school year to ask about medical conditions.
- ☒ IHCP are sent annually to parents and consent forms for medication in September.
- ☒ Logging takes place and records are printed and monitored by Attendance Officer..

In an emergency

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

- ☒ In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent/carer. **This may include administering medication.**
- Staff involved in home-to-school transport under the responsibility of the local authority are also kept up-to-date about a child or young person's medical needs via the Individual Healthcare Plan.
- ☒ Training takes place annually and dependent on need for groups of staff.
- ☒ This school uses Individual Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of students with complex health needs in their care who may need emergency help.
- IHCP is printed and information of student's circumstances are given to relevant staff. A copy of the IHCP is in student files.

- ☒ If a student needs to be taken to hospital, a member of staff will accompany them and will stay with them until a parent arrives. This school will try to ensure that the staff member will be one the student knows. The staff member concerned should inform the Operations Manager and/or member of Senior Leadership Team.
- ☒ All students with medical conditions should have easy access to their emergency medication. Items such as inhalers and Epipens are held by the student who must take the responsibility to have it to hand at all times.
- ☒ Students are encouraged to administer their own emergency medication (e.g. Epipen) where possible and should carry it with them at all times unless it is a controlled drug as defined in the Misuse of Drugs Act 1971. This also applies to any off-site or residential visits.
- ☒ Students are encouraged to keep spare supplies of emergency medication in the Medical Room.
- ☒ Changes to procedure in terms of provision of emergency asthma inhalers are being discussed from the Department of Health
- ☒ For off-site activities, such as visits holidays and other school activities outside of normal timetable hours, a risk assessment is undertaken to ensure students needing medication still have access and a staff member is named as the responsible lead. The risk assessment also helps to identify any reasonable adjustments that need to be made. Asthma awareness training is given to responsible lead prior to trip.

Unacceptable Practice

Our staff recognise that it is not acceptable practice to:

- ☒ Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- ☒ Assume that every child with the same condition requires the same treatment.
- ☒ Ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged).
- ☒ Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their Individual Healthcare Plans.
- ☒ If the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable.
- ☒ Penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments.
- ☒ Prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, eg by requiring parents to accompany the child.

Complaints

If parents or students wish to complain how students with medical needs are supported, they should do so by contacting the Head Teacher, in the first instance. The matter will then be dealt with directly or referred to the Governing Body.

Appendix (to follow separately)

- ☒ Form sent to parents to find out medical needs
- ☒ Medication consent form
- ☒ Individual Healthcare Plan form
- ☒ Details of named first aiders and certain roles and responsibilities
- ☒ Epilepsy
- ☒ Asthma
- ☒ Diabetes

☐ Anaphylaxis