



## Woodside High School

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### Medical Policy

First reviewed: June 2018

Reviewed: November 2021

Next Review: November 2022

Reviewed by: Angela Wallace

HoD = Head of Department

HOY = Head of Year

SLT = Senior Leadership Team

SEN/D = Special Educational Needs / Disabilities

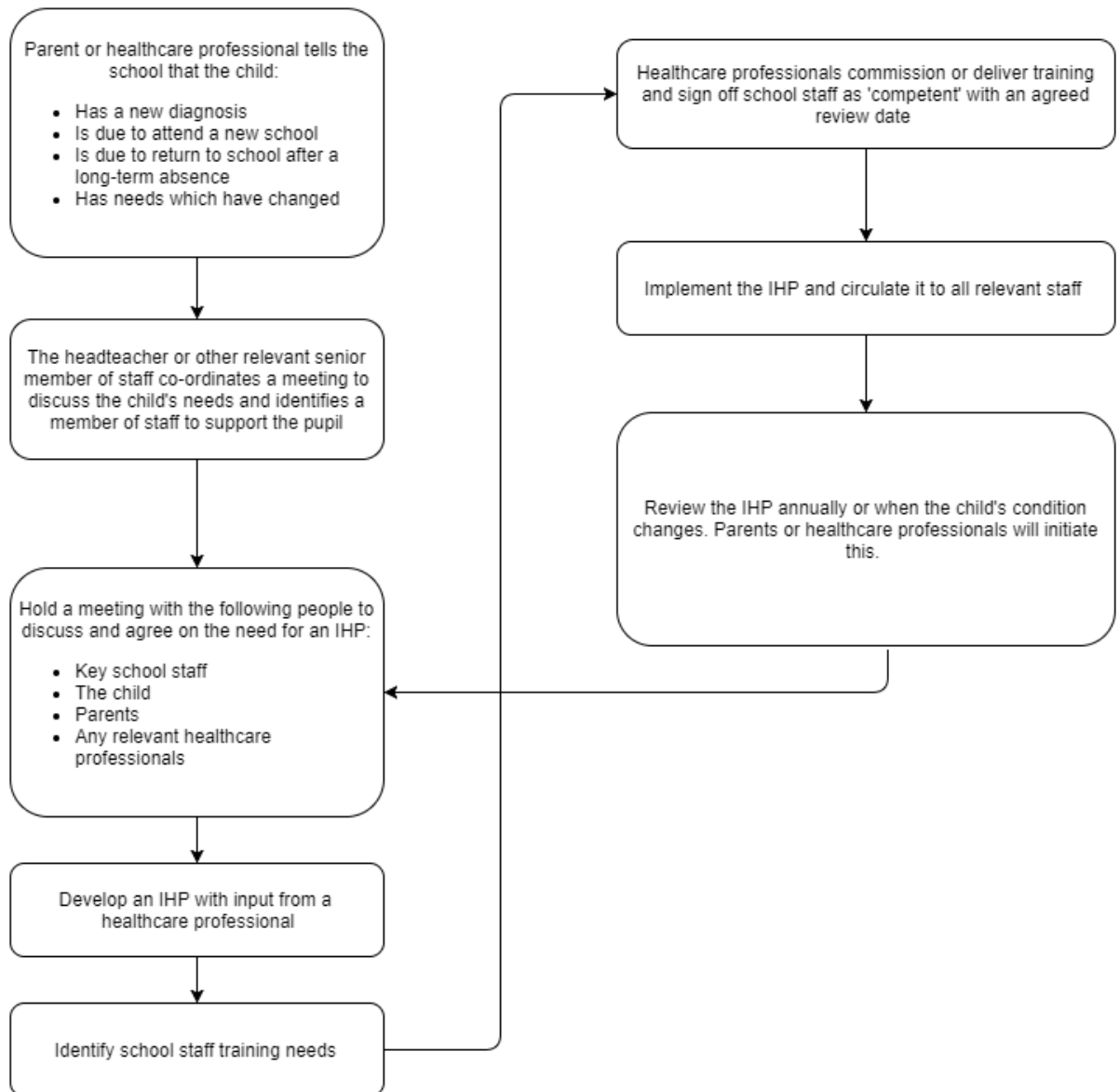
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Head Teacher: Ms Angela Wallace



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## 1. Aims

This policy aims to ensure that:

- Students, staff and parents understand how our school will support students with medical conditions
- Students with medical conditions are properly supported to allow them to access the same education as other students, including school trips and sporting activities
- Woodside High School understands that it has a responsibility to make the school welcoming and supportive to students with medical conditions who currently attend and to those who may enrol in the future.
- Woodside High School aims to provide all children with all medical conditions the same opportunities as others at school.
- Students with medical conditions are encouraged to take control of their condition. Students feel confident in the support they receive from the school to help them do this.
- The school aims to include all students with medical conditions in all school activities.
- Parents/carers of students with medical conditions feel secure in the care their children receive at this school.
- The school ensures 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.
- This school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
- All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact this can have on students.
- The medical conditions policy is understood by the whole school and local health community

The governing board will implement this policy by:

- Making sure sufficient staff are suitably trained
- Making staff aware of students' conditions, where appropriate
- Making sure there are cover arrangements to ensure someone is always available to support students with medical conditions
- Providing supply teachers with appropriate information about the policy and relevant students  
Developing and monitoring individual healthcare plans (IHPs)

The named person with responsibility for implementing this policy is Keisha Barnett

## 2. Legislation and statutory responsibilities

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting students at their school with medical conditions.

It is also based on the Department for Education's statutory guidance on [supporting students with medical conditions at school](#).

This policy also complies with our funding agreement and articles of association.

Woodside High 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. These key stakeholders include:

- Students with medical conditions
- Parents/carers
- School nurse
- Headteacher
- Teachers
- SENCO
- Members of staff trained in first aid
- All other school staff
- Local healthcare professionals
- School governors

The views of students with various medical conditions were actively sought and considered central to the consultation process.

## 3. Roles and responsibilities

### 3.1 The governing board

The governing board has ultimate responsibility to make arrangements to support students with medical conditions. The governing board will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

### 3.2 The headteacher

The headteacher will:

- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all individual healthcare plans (IHPs), including in contingency and emergency situations
- Ensure that all staff who need to know are aware of a child's condition
- Take overall responsibility for the development of IHPs
- Make sure that school staff are appropriately insured and aware that they are insured to support students in this way
- Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse

- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

### 3.6 School nurses and other healthcare professionals

Our school nursing service will notify the school when a pupil has been identified as having a medical condition that will require support in school. This will be before the pupil starts school, wherever possible. They may also support staff to implement a child's IHP.

Healthcare professionals, such as GPs and paediatricians, will liaise with the school's nurses and notify them of any students identified as having a medical condition. They may also provide advice on developing IHPs.

- 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

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

- Supporting students with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to students with medical conditions, although they will not be required to do so. This includes the administration of medicines.
- Those staff who take on the responsibility to support students with medical conditions will receive sufficient and suitable training and will achieve the necessary level of competency before doing so. Staff can request support at any point if they feel is necessary to support their role
- Teachers will take into account the needs of students with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.
  - 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
  - ensure students have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

### 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 parents, the student's healthcare professionals, additional educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition
- Use opportunities such as PRS 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.

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

- Help update the school's medical condition policy
- Know which students have a medical condition and which have additional educational needs because of their condition
- Ensure students who have been unwell catch up on missed schoolwork
- Ensure teachers make the necessary arrangements if a student needs special consideration or access arrangements in exams or course work.

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

- Complete the student's Healthcare Plans provided by parents/carers
- 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/carers) 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 student and their parents)
- Understand and provide input in to the school's medical conditions policy.

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

- Students with medical conditions will often be best placed to provide information about how their condition affects them. Students should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHPs. They are also expected to comply with their IHPs.
- Treat other students with and without a medical condition equally
- Tell their parents/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
- 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.

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

- Provide the school with sufficient and up-to-date information about their child's medical needs
- Be involved in the development and review of their child's IHP and may be involved in its drafting
- Carry out any action they have agreed to as part of the implementation of the IHP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times
- 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.

#### 4. Equal opportunities

Our school is clear about the need to actively support students with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so. The school will consider what reasonable adjustments need to be made to enable these students to participate fully and safely on school trips, visits and sporting activities. Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that students with medical conditions are included. In doing so, students, their parents and any relevant healthcare professionals will be consulted.

#### 5. Being notified that a child has a medical condition

When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the pupil requires an IHP.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for students who are new to our school.

See Appendix 1.

#### 6. Individual healthcare plans

The headteacher has overall responsibility for the development of IHPs for students with medical conditions. This on a day-to-day basis has been delegated to Student support/lead for medical and First Aid at WHS

Plans will be reviewed at least annually, or earlier if there is evidence that the pupil's needs have changed.

Plans will be developed with the pupil's best interests in mind and will set out:



- What needs to be done
- When
- By whom

Not all students with a medical condition will require an IHP. It will be agreed with a healthcare professional and the parents when an IHP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the headteacher will make the final decision. Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the pupil's specific needs. The pupil will be involved wherever appropriate.

IHPs will be linked to, or become part of, any education, health and care (EHC) plan. If a pupil has SEN but does not have an EHC plan, the SEN will be mentioned in the IHP.

The level of detail in the plan will depend on the complexity of the child's condition and how much support is needed. The governing board and the headteacher/Student support officer/lead for medical at WHS, will consider the following when deciding what information to record on IHPs:

- The medical condition, its triggers, signs, symptoms, and treatments
- The pupil's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons
- Specific support for the pupil's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions
- The level of support needed, including in emergencies. If a student is self-managing their medication, this on

### Drawing up Healthcare Plans

- 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.
- A Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents/carers of students 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.
- 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/carers to complete.
- The parents/carers, healthcare professional and student with a medical condition, are asked to fill out the student's Healthcare Plan together. Parents/carers 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 a Healthcare Plan for students with complex healthcare or educational needs.

### School Healthcare Plan register

- Healthcare Plans are used to create a centralised register of students 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/carers any further details on a student's Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

#### Ongoing communication and review of Healthcare Plans

- i. Parents/carers 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/carer interviews and home-school diaries to check that information held by the school on a student's condition is accurate and up to date.
- k. Every student 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/carers and students at this school are provided with a copy of the student'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 student and carers) securely hold copies of students' Healthcare Plans. These copies are updated at the same time as the central copy.
- o. All members of staff who work with groups of students have access to the Healthcare Plans of students in their care.
- p. 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 Healthcare Plans of students in their care.
- q. This school ensures that all staff protect student confidentiality.
- r. This school seeks permission from parents/carers 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 student and parent/carers before sharing any medical information with any other party, such as when a student takes part in a work experience placement.

#### Consent to administer medicines

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

- v. If a student requires regular/daily help in administering their medication then the school outlines the school's agreement to administer this medication on the student's Healthcare Plan. The school and parents/carers keep a copy of this agreement.
- w. Parents/carers of students 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/carers 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 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 away. This includes information about medication not normally taken during school hours.
- 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 student's Healthcare Plan.
- z. All parent/carers of students 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 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.

### Other record keeping

- bb. This school keeps 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/carers are informed as soon as possible.
- cc. 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.
- dd. This school keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

**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, sporting and educational activities**

### Physical environment

- a. This school is committed to providing a physical environment that is accessible to students with medical conditions.
- b. Students 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 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.
- e. This 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 productions, after school clubs and residential visits.
- f. All staff at this 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.
- g. Staff use opportunities such as PRS lessons to raise awareness of medical conditions amongst students and to help create a positive social environment.

### Exercise and physical activity

- h. This school understands the importance of all students 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 students.
- j. This school ensures all classroom teachers, PE teachers and sports coaches understand that students should not be forced to take part in an activity if they feel unwell.
- k. Teachers and sports coaches are aware of students 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 students' medical conditions when exercising and how to minimize these triggers.
- m. This school ensures all students have the appropriate medication or food with them during physical activity and that students take them when needed.
- n. This school ensures all students 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 students 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 student 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 students with medical conditions to have additional educational needs (SEN). Students with medical conditions who are finding it difficult to keep up with their studies are referred to the SENCO. The school's SEN coordinator consults the student, parents/carers and the student's healthcare professional to ensure the effect of the student's condition on their schoolwork is properly considered.
- r. This school ensures that lessons about common medical conditions are incorporated into PRS lessons and other parts of the curriculum.
- s. Students 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 students 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 students 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 student. Permission is sought from the student and their parents/carers before any medical information is shared with an employer or other education provider.

**This 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 these health and safety risks and has a written schedule of reducing specific triggers to support this**

- 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 a list of common triggers for the common medical conditions at this school. The school has written a trigger reduction schedule and is actively working towards reducing or eliminating these health and safety risks.
- d. Written information about how to avoid common triggers for medical conditions has been provided to all school staff.
- e. This school uses 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.
- 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 students 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.

## 7. Managing medicines

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so and
- Where we have parents' written consent

**The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents.**

Students under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check maximum dosages and when the previous dosage was taken. Parents will always be informed.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

All medicines will be stored safely. Students will be informed about where their medicines are at all times and be able to access them immediately. Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to students and not locked away.

Medicines will be returned to parents to arrange for safe disposal when no longer required.

### Administration - emergency medication

- a. All students at this school 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/carers and health specialists determine they are able to start taking responsibility for their condition.
- 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.

### Administration - general

- e. All uses of medication defined as a controlled drug, even if the student can administer the medication themselves, is done under the supervision of a named member of staff at this school.
- f. This school 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 student taking medication unless they have been specifically contracted to do so.
- h. There are several members of staff at this school who have been specifically contracted to administer medication.
- i. Many other members of staff are happy to take on the voluntary role of administering medication. 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.
- j. Training is given to all staff members who agree to administer medication to students, where specific training is needed.
- k. 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.
- l. In some circumstances medication is only administered by an adult of the same gender as the student, and preferably witnessed by a second adult.
- m. Parent/carers 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.
- n. If a student at this school refuses their medication, staff record this and follow procedures. Parents/carers are informed as soon as possible.
- o. 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.
- 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 student misuses medication, either their own or another student's, their parents/carers are informed as soon as possible. These students are subject to the school's usual disciplinary procedures.

## 7.1 Controlled drugs

**Controlled drugs** are prescription medicines that are controlled under the [Misuse of Drugs Regulations 2001](#) and subsequent amendments, such as morphine or methadone.

A pupil who has been prescribed a controlled drug may have it in their possession if they are competent to do so, but they must not pass it to another pupil to use. All other controlled drugs are kept in a secure cupboard in the school office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

## 7.2 Unacceptable practice

School staff should use their discretion and judge each case individually with reference to the pupil's IHP, but it is generally not acceptable to:

- Prevent students from easily accessing their inhalers and medication, and administering their medication when and where necessary
- Assume that every pupil with the same condition requires the same treatment
- Ignore the views of the pupil or their parents
- Ignore medical evidence or opinion (although this may be challenged)
- Send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHPs
- If the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- Penalise students 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 pupil, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs
- Prevent students from participating, or create unnecessary barriers to students participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- Administer, or ask students to administer, medicine in school toilets

#### Safe storage - emergency medication

- a. 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.
- b. Most students at this school carry their emergency medication on them at all times. Students keep their own emergency medication securely.
- c. Students at this school are reminded to carry their emergency medication with them.
- d. Students, whose healthcare professionals and parents/carers 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 cupboard in a cool dry place. Students 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.



- h. All controlled drugs are kept in a locked cupboard and only named staff have access, even if students normally administer the medication themselves.
- i. Three times a year the identified member of staff checks the expiry dates for all medication stored at school.
- j. The identified member of staff, along with the parents/carers 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 the medication and the frequency of dose. This includes all medication that students carry themselves.
- k. All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the student'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 students 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 students or lockable as appropriate.
- n. All medication is sent home with students at the end of the school year. Medication is not stored in summer holidays.
- o. It is the parent/carer'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/carers at this school are asked to collect out-of-date medication.
  - q. If parents/carers 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 is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least three times a year and is always documented.
  - s. Sharps boxes are used for the disposal of needles. Parents/carers obtain sharps boxes from the child's GP or paediatrician 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 student's parent.
  - u. Collection and disposal of sharps boxes is arranged with the local authority's environmental services.
8. This school has clear guidance about record keeping

### 7.3 All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school

- a. All staff at this school are aware of the most common serious medical conditions at this school.
- b. Staff understand their duty of care to students in the event of an emergency. In an emergency situation, school 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 students at this school receive training and know what to do in an emergency for the students 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 at this school is displayed in prominent locations for all staff including classrooms, kitchens and the staff room\*.
- f. This school uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of students in their care who may need emergency help.
- g. This school has procedures in place so that a copy of the student's Healthcare Plan is sent to the emergency care setting with the student. 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.
- h. This school has made arrangements with the local hospital to ensure the timely transfer of Healthcare Plans to the hospital in the event of an emergency.

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

- a. 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 student needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent/carer arrives. The school tries to ensure that the staff member will be one the student knows.
- e. Generally, staff should not take students to hospital in their own car. This school has clear guidance from the local authority on when (and if) this is appropriate.

#### **8. Emergency procedures**

Staff will follow the school's normal emergency procedures (for example, calling 999). All students' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent arrives, or accompany the pupil to hospital by ambulance.

## 9. Training

Staff who are responsible for supporting students with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to students with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with the headteacher and lead for Medical and First Aid at WHS.

Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the students
- Fulfil the requirements in the IHPs
- Help staff to have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it, for example, with preventative and emergency measures so they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

## 10. Record keeping

The governing board will ensure that written records are kept of all medicine administered to students for as long as these students are at the school. Parents will be informed if their pupil has been unwell at school.

IHPs are kept in a readily accessible place which all staff are aware of- individual folders in each department area

## 11. Liability and indemnity

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

The details of the school's insurance policy are:

## 12. The medical conditions policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation

- a. Students are informed and regularly reminded about the medical conditions policy:
  - through the School Council
  - in the school newsletter at several intervals in the school year
  - in PRS lessons
  - through school-wide communication about results of the monitoring and evaluation of the policy.
- b. Parents/Carers are informed and regularly reminded about the medical conditions policy:
  - By signposting access to the policy
  - At the start of the school year when communication is sent out about healthcare Plans
  - In the school newsletter at several intervals in the school year
  - W  
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.
- 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 Healthcare Plans are distributed to parents
  - At scheduled medical conditions training
  - Through the key principles of the policy being displayed in several prominent staff areas
  - At this school
  - Through school-wide communication about results of the monitoring and evaluation of the policy
  - All supply and temporary staff are informed of the policy and their responsibilities.

### 13. Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the headteacher. If the matter cannot be resolved, they will direct parents to the school's complaints procedure.

### 13. Monitoring arrangements

This policy will be reviewed and approved by the governing board:

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

### 14. Links to other policies

This policy links to the following policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy

## Appendix 1: Being notified a child has a medical condition

