



# Kingston Community School

*Grace, love & fellowship*

## Medical Conditions Policy

Approved			
Review Date			
Signed (Interim Headteacher)		Name	Devinder Riat
Signed (Chair of Local LAB (Local Academy Board))		Name	
Signed (Company Secretary)		Name	

## School Medical Conditions Policy 2017

This policy is written in regard to Section 100 of the Children and Families Act 2014 which places a duty on LAB's (Local Academy Boards) to make arrangements for supporting pupils at their school with medical conditions.

This policy should be read in conjunction with the Administering Medicines policy.

### 1. Aims and Vision

Kingston Community School is an inclusive community, committed to supporting and welcoming pupils with medical conditions. In order to fulfil this vision we:

- Ensure pupils at school with medical conditions, are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential.
- Ensure the needs of children with medical conditions are effectively supported in consultation with health and social care professionals, their parents and the pupils themselves.
- Aim to provide all children with medical conditions 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 well-being

Kingston Community School aims to ensure:

- Pupils with medical conditions are encouraged to take control of their condition
- Pupils feel confident in the support they receive from the school to help them do this
- All pupils with medical conditions are included in all school activities (dependent on medical professionals' recommendations)
- Parents/carers of pupils with medical conditions feel secure in the care their children receive at this school
- All staff understand their duty of care to children and young people and feel confident in knowing what to do in the event of an emergency
- Understanding that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood
- Staff understand the common medical conditions that affect children at this school.
- Staff receive training on the impact this can have on pupil
- The medical conditions policy is understood and supported by the whole school and local health community

## 2. Consultation

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

These key stakeholders include:

- Parents/carers
- School staff
- School LAB (Local Academy Board) and other stakeholders
- Views of pupils with various medical conditions were actively sought and considered central to the consultation process

## 3. Medical conditions policy is supported by a clear communication plan

Pupils are informed and regularly reminded about the medical conditions policy through:

- The school council
- Personal, social and health education (PSHE) classes

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

- By including policy statement in the school's prospectus and on the school website
- Through individual Healthcare Plans
- In the school newsletter

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
- Individual Healthcare Plans
- Scheduled medical conditions training
- School-wide communication about results of the monitoring and evaluation of the policy
- Informing all supply and temporary staff of the policy and their responsibilities.

## 4. Staff Training

*What to do in an emergency for most common serious medical conditions*

All staff at Kingston Community School:

- Are aware of the most common serious medical conditions at this school
- Understand their duty of care to pupils 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)
- Receive training and know what to do in an emergency for the pupils in their care with medical conditions
- Receive refresher training as and when appropriate

Kingston Community School uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.

### *The school's general emergency procedures*

All staff at Kingston Community School know what action to take in the event of a medical emergency and receive refresher training as and when appropriate.

Action to take in a general medical emergency is displayed in prominent locations for staff.

If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The school tries to ensure that the staff member will be one the pupil knows.

## **5. Guidance on the administration of medication at school**

### Administration – emergency medication

All pupils at Kingston Community School with medical conditions have easy access to their emergency medication.

All pupils are encouraged to carry and administer their own emergency medication, when their parents/carers and health specialists determine they are able to start taking responsibility for their condition. All pupils carry their emergency medication with them at all times, and except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement for extra-curricular activities and clubs and any off-site or residential visits. Any staff involved in extra-curricular activities and club leaders are informed of any pre-existing medical conditions.

Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it.

Pupils 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

Staff may only administer prescription medicines (see page 8 – Consent to Administer Medicine). Non-prescription medicines can only be administered with a formal letter including medical advice/recommendations.

All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of a member of staff at this school.

Kingston Community School understands the importance of medication being taken as prescribed.

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

There are several members of staff at this school with first aid training who can support children to administer medication, this list can be found in the staffroom, Classrooms & main office.

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 medication to pupils under the age of 16, but only with the written consent of the pupil's parent/.

Training is given to all staff members who agree to administer medication to pupils, where specific training is needed, eg epipen training.

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.

In some circumstances and where practicable medication is only administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult.

Parents/Carers at Kingston Community 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.

If a pupil refuses their medication, staff record this and follow procedures. Parents/carers are informed as soon as possible.

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

If a trained member of staff, who is usually responsible for administering medication, is not available Kingston Community School makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.

If a pupil misuses medication, either their own or another pupil's, their parents/carers are informed as soon as possible. These pupils are subject to the school's usual disciplinary procedures.

## Storage of medication at school

### *Safe storage – emergency medication*

Emergency medication is readily available to pupils 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 (left in the key cupboard) and not held personally by members of staff.

Pupils, 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 of medication*

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

Staff ensure that medication is only accessible to those for whom it is prescribed.

There are specific members of staff who ensure the correct storage of medication at school.

The expiry dates for all medication stored at school are checked regularly.

The identified member of staff, along with the parents/carers of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labeled with the pupil's name, the name and dose of the medication and the frequency of dose. This includes all medication that pupils carry themselves.

All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.

Medication is stored in accordance with instructions, paying particular note to temperature.

Some medication for pupils 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 pupils or placed in suitable lockable boxes, as appropriate.

All medication is sent home with pupils at the end of the school year. Medication is not stored in summer holidays.

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.

### ***Safe disposal of medication***

Parents/Carers at Kingston Community School are asked to collect out-of-date medication.

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.

Specific members of staff are responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done on a regular basis.

Sharps boxes are used for the disposal of needles. Parents/carers obtain sharps boxes from the child's GP or pediatrician 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.

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, to school or the pupil's parent/carer.

Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

## **6. Guidance about record keeping at school**

### **Admissions/ Enrolment forms**

Parents/carers at this school are asked if their child has any health conditions or health issues on the school's admissions form as they enroll at the school.

## Healthcare Plans

### *Creating the Healthcare Plan*

Kingston Community 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. Further documentation can be attached to the Healthcare Plan if required.

A Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents/carers of pupils with a long-term medical condition. This is sent:

- on admission
- at the start of the school year
- when a diagnosis is first communicated to the school

If a pupil has a short-term medical condition that requires medication during school hours, a letter should be sent into school from the child's parents/carers or complete the form on page 15 Appendix A.

Where appropriate it is recommended that the parents/carers, health care professional and the child should complete the healthcare plan together, before returning to school. A member of school staff can also be present in cases of complex healthcare or educational needs.

### *Storage and Access of Healthcare Plans*

Healthcare plans are held centrally, copies are also held by class teachers. All members of staff who work with groups of children have access to the Healthcare plans of children in their care.

Parents/carers at Kingston Community 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.

Staff use opportunities such as teacher–parent meetings and homework diaries to check that information held by the school on a pupil's condition is accurate and up to date.

Every pupil with a Healthcare Plan at this school has their plan discussed and reviewed when appropriate.

Parents/carers and pupils are provided with a copy of the pupil's current agreed Healthcare Plan.

When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of the Healthcare Plans of pupils in their care.

The school ensures that all staff protect pupil confidentiality.

### *Use of Healthcare Plans*

Healthcare Plans are used by Kingston Community School to:

- Inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care
- Remind pupils 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 pupils 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 local emergency care services can be provided with a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency
- Remind parents/carers of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication

## Consent to administer medicines

If a pupil requires regular prescribed medication at school, parents/carers are asked to provide consent giving the pupil or staff permission to administer medication on a regular/daily basis, if required.

All parents/carers of pupils with a medical condition who may require medication in an emergency are asked to provide consent on the Healthcare Plan for staff to administer medication.

If a pupil requires regular/daily help in administering their medication we outline the school's agreement to administer this medication on the pupil's Healthcare Plan. The school and parents/carers keep a copy of this agreement.

All parents/carers of pupils with medical conditions are 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

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 pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. The form includes information about what medication and what dose the pupil is currently taking at different times of the day and includes information about medication not normally taken during school hours.

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 pupil's Healthcare Plan.

All parents/carers of pupils 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.

The residential visit form also details It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away.

## Other record keeping

Kingston Community School:

- Keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and time

and

recorded. If a pupil refuses to have medication administered, this is also recorded and parents/carers are informed as soon as possible

- Holds regular, relevant training on common medical conditions. A log of the medical condition training is kept by the school and reviewed regularly to ensure all new staff receive training
- Provides all school staff, who volunteer or who are contracted to administer medication, with training by a healthcare professional. The school keeps a register of staff who have had the relevant training
- Keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training

## 7. Ensuring the school environment is inclusive of pupils with medical conditions

### Physical environment

Kingston Community School is committed to providing a physical environment that is accessible to pupils with medical conditions.

Pupils with medical conditions are included in the consultation process to ensure the physical environment at this school is accessible.

The 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

Kingston Community School ensures:

- The needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.
- The needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits.
- All staff are aware of the potential social problems that pupils 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.
- Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

### Exercise and physical activity

Kingston Community Primary School ensures:

- Staff understand the importance of all pupils taking part in sports, games and activities
- All staff make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils
- All staff know that pupils should not be forced to take part in an activity if they feel unwell
- All staff are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities
- All staff are aware of the potential triggers for pupils' medical conditions when exercising

and how to minimize these triggers

- All pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed
- All pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports

### Education and learning

Kingston Community School ensures:

- Pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided
- School staff understand that if a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, this may be due to their medical condition
- Teachers are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN coordinator. The school's SEN coordinator consults with the pupil, parents/carers and healthcare professional (if appropriate) to ensure the effect of the pupil's condition on their schoolwork is properly considered
- That lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum

### Residential visits

The school understands that there may be additional medication, equipment or other factors to consider when planning residential visits, including additional medication and facilities that are normally available at school.

Risk assessments are carried out by the staff prior to any out-of-school visit and medical conditions are considered during this process. Factors considered include: how all pupils 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.

## **8. Reducing the risk of medical emergencies**

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

Measures include:

- Healthcare plans used to identify individual children who are sensitive to particular triggers, and action plans in place as required to ensure these children remain safe throughout the school day
- Risk assessments, including those for residential visits, taking into account the needs of children with medical conditions
- Raising awareness of the common triggers that can make medical conditions worse or can bring on an emergency
- Regular review of medical emergencies and incidents to see if they could have been avoided. Appropriate changes to policy and procedures are implemented after each review

## 9. Roles and responsibilities in maintaining an effective medical conditions policy

Kingston Community School works in partnership with all interested and relevant parties including the school's LAB (Local Academy Board), all school staff, parents/carers, employers, community healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully.

The following roles and responsibilities are used for the medical conditions policy at this school. These roles are understood and communicated regularly.

### Employer/Kingston Community School

This school has a responsibility to ensure:

- The health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips
- The health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions
- Make sure the medical conditions policy is effectively monitored and evaluated and regularly updated
- Report to parents/carers, pupils, school staff and the local authority about the successes and areas for improvement of this school's medical conditions policy
- Provide indemnity for staff who volunteer to administer medication to pupils with medical conditions

### LAB (Local Academy Board)

This school's LAB (Local Academy Board) has a responsibility to ensure:

- Arrangements are made to support pupils with medical conditions and ensure this policy is developed and implemented (see Appendix B)
- Ensure sufficient staff receive suitable training and are competent to support children with medical conditions
- Ensure the appropriate level of insurance is in place and appropriately reflects the level of risk

### Headteacher

This school's headteacher has a responsibility to ensure:

- The school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- The policy is put into action and every aspect of the policy is maintained
- Policy is monitored and reviewed regularly, with input from pupils, parents/carers, staff and external stakeholders

### Senior Leadership Team

This school's SLT has a responsibility to ensure:

- Liaises between interested parties including pupils, school staff, special educational needs coordinators, teaching assistants, school nurses, parents/carers, LAB (Local Academy Board), the school health service and local emergency care services
- Assess the training and development needs of staff and arrange for them to be met
- That information held by the school is accurate and up to date and that there are good information sharing systems in place using pupils' Healthcare Plans
- Pupil confidentiality
- That staff members are regularly checking the expiry date of medicines kept at school and maintain the school medical conditions register

- All supply teachers and new staff know the medical conditions policy
- Updates the policy regularly according to review recommendations and recent local and national guidance and legislation
- Reports back to all key stakeholders about implementation of the medical conditions policy

### All school staff

All staff at this school have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- Understand the school's medical conditions policy
- Know which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan
- Allow all pupils 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 pupils who carry their medication with them have it when they go on a school visit or out of the classroom
- Be aware of pupils 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 pupils (pupils should not be forced to take part in any activity if they feel unwell)
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- Ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed

### Teaching staff

Teachers at this school have a responsibility to:

- Ensure pupils who have been unwell catch up on missed school work
- Be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it
- Liaise with parents/carers, the pupil's healthcare professionals and the special educational needs coordinator if a child is falling behind with their work because of their condition
- Use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions

### School nurse or school healthcare professional

The school nurse at this school has a responsibility to:

- 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

### First aider

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

### Special Educational Needs Coordinators

Special educational needs coordinators at this school have the responsibility to:

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

### Local doctors and specialist healthcare professionals

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

- Complete the pupil'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 pupil and their parents/carers)
- Understand and provide input in to the school's medical conditions policy

### Pupils

The pupils at this school have a responsibility to:

- Treat other pupils 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 pupil is feeling unwell
- Let any pupil 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 school council agrees these responsibilities and plays a part in communicating them to their classes and the school

### Parents/carers

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

- Tell the school if their child has a medical condition
- Ensure the school has complete and up-to-date Healthcare Plans and School Medicines Forms 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/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

## **10. The medical conditions policy is regularly reviewed evaluated and updated.**

Kingston Community School's medical condition policy is reviewed, evaluated and updated regularly in line with the school's policy review timeline.

Department for Education and Department of Health guidance is actively sought and fed into the review.

When evaluating the policy, Kingston Community 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. These key stakeholders include:

- Parents/carers
- School staff
- School LAB (Local Academy Board) and other stakeholders
- Pupils views of with various medical conditions are actively sought and considered central to the evaluation process

## Appendix A

**Parental Agreement for School to Administer Medicine**

**The school will not give your child medicine unless you complete and sign this form.**

Name of Child	
Date of Birth	
Class	
Medical Condition	
Name/type of Medicine	
Date Dispensed	
Expiry Date	
Agreed review date (if required)	
Dosage and method	
Time	
Special precautions / Possible side effects / Emergency procedures	
Contact Details	
Name	
Daytime Telephone	
Relationship to pupil	
Address	
Medicine will be delivered to (main office)	

The school cannot guarantee to give the stated dosage at set times although they will endeavour to do so, and cannot in anyway be held responsible for the administration of medicines, asthmatic sprays etc. I understand that if permission is granted I will not hold the school responsible for any liability towards my child in the above matter.

Date \_\_\_\_\_ Signed \_\_\_\_\_

## Appendix B: Model process for developing individual healthcare plans

