



WEST DARTMOOR FEDERATION POLICIES & PROCEDURES

TITLE: Supporting Pupils with Medical Conditions Policy

DOCUMENT MANAGEMENT

This document was **re-adopted without change** at the **full Governing Body meeting on 25 January 2016**.

The document is subject to **review on an annual basis**

The next review will be **Spring Term 2017**

MODEL POLICY STATEMENT

This is **not** a Local Authority model policy

The model policy used is **N/A**

Local changes have not been made to the model policy **N/A**

This policy should be read in conjunction with DfE Guidance "*Supporting pupils at school with medical conditions*" published in December 2015

IMPACT OF THIS POLICY ON THE ETHOS OF SCHOOLS IN THE FEDERATION

This Federation is an inclusive community that aims to support and welcome pupils with medical conditions.

This Federation aims to provide all pupils with all medical conditions the same opportunities as others at these schools.

Date of Effect	Change History
25 Jan 2016	Policy re-adopted without change
24 Feb 2015	New policy

The Designated Governor for this policy is the Lead Governor for the Safeguarding portfolio

Policy Framework

1. This Federation is an inclusive community that aims to support and welcome pupils with medical conditions.
2. This Federation's medical conditions policy is drawn up in consultation with a wide-range of local key stakeholders within both the school and health settings.
3. The medical conditions policy is supported by a clear communication plan for staff, parents* and other key stakeholders to ensure its full implementation.
4. All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this Federation.
5. All staff understand and are trained in the Federation's general emergency procedures.
6. This Federation has clear guidance on the administration of medication at school.
7. This Federation has clear guidance on the storage of medication at school.
8. This Federation has clear guidance about record keeping.
9. This Federation ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities. It is also aware of what makes unacceptable practice.
10. This Federation is aware of the common triggers that can make common 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.
11. Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.
12. The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year.
13. The Federation has a complaints procedure concerning the support provided to pupils with medical conditions.

Throughout this document the term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.

Policy Detail

1.0 This Federation is an inclusive community that aims to support and welcome pupils with medical conditions

- 1.1 This Federation understands that it has a responsibility to make the schools welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.
- 1.2 This Federation aims to provide all children with all medical conditions the same opportunities as others at these schools. We will help to ensure they can:
 - be healthy
 - stay safe
 - enjoy and achieve
 - make a positive contribution
 - achieve economic well-being.
- 1.3 Pupils with medical conditions are encouraged to take control of their condition. Pupils feel confident in the support they receive from the schools to help them do this.
- 1.4 This Federation aims to include all pupils with medical conditions in all school activities.
- 1.5 Parents of pupils with medical conditions feel secure in the care their children receive at this Federation.
- 1.6 The Federation ensures all staff understand their duty of care to children and young people in the event of an emergency.
- 1.7 All staff feel confident in knowing what to do in an emergency.
- 1.8 This Federation understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
- 1.9 All staff understand the common medical conditions that affect children at this Federation. Staff receive training on the impact this can have on pupils.
- 1.10 The medical conditions policy is understood and supported by the whole Federation and local health community.

2.0 This Federation's medical conditions policy has been drawn up in consultation with a wide range of local key stakeholders within both the Federation and health settings

- 2.1 This Federation 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:
 - pupils with medical conditions
 - parents
 - school nurse
 - head teacher
 - teachers

- special educational needs coordinator
 - pastoral care/welfare officer
 - members of staff trained in first aid
 - all other school staff
 - local emergency healthcare staff (such as accident emergency staff and paramedics)
 - local healthcare professionals
 - the school employer
 - school governors.
- 2.2 The views of pupils with various medical conditions were actively sought and considered central to the consultation process.
- 2.3 All key stakeholders were consulted in two phases:
- initial consultation during development of the policy
 - comments on a draft policy before publication.
- 2.4 This Federation recognises the importance of providing feedback to those involved in the development process and is committed to acknowledging input and providing follow-up to suggestions put forward.

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

- 3.1 Pupils are informed and regularly reminded about the medical conditions policy:
- through the Federation's pupil representative body
 - in the school newsletter at several intervals in the school year
 - in personal, social and health education (PSHE) classes
 - through school-wide communication about results of the monitoring and evaluation of the policy.
- 3.2 Parents are informed and regularly reminded about the medical conditions policy:
- by including the policy statement in the Federation's prospectus and 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
 - when their child is enrolled as a new pupil
 - via the Federation's website, where it is available all year round
 - through school-wide communication about results of the monitoring and evaluation of the policy.
- 3.3 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 these schools
 - 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.
- 3.4 Relevant local health staff are informed and regularly reminded about the Federation's medical conditions policy:
- by letter accompanied with a printed copy of the policy at the start of the school year
 - via primary care trust (PCT) links and the school/community nurse
 - through communication about results of the monitoring and evaluation of the policy.
- 3.5 All other external stakeholders are informed and reminded about the Federation's medical conditions policy:
- by letter accompanied with a printed copy of the policy summary at the start of the school year
 - through communication about results of the monitoring and evaluation of the policy.

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

- 4.1 All staff at this school are aware of the most common serious medical conditions at this Federation.
- 4.2 Staff at this Federation 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.
- 4.3 All staff who work with groups of pupils at this Federation receive training and know what to do in an emergency for the pupils in their care with medical conditions.
- 4.4 Training is refreshed for all staff at least once a year.
- 4.5 The Federation keeps an asthma register and the school nurse from the Tavistock area visits annually to update the whole staff training on the use of asthma pumps and the use of epi pens.
- 4.6 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*.
- 4.7 This Federation uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.
- 4.8 Any child with severe conditions will have their photos displayed in the staff room so all staff, including supply are aware of who those children are.
- 4.9 This Federation has procedures in place so that a copy of the pupil's Healthcare Plan is sent to the emergency care setting with the pupil. 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.

4.10 This Federation has made arrangements with the local hospital to ensure the timely transfer of Healthcare Plans to the hospital in the event of an emergency.

Emergency procedure posters can be downloaded from www.medicalconditionsatschool.org.uk

5.0 All staff understand and are trained in the school's general emergency procedures

5.1 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 – see appendix – form 7
- who to contact within the school.

5.2 Training is refreshed for all staff at least once a year.

5.3 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.

5.4 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.

5.5 **Generally, staff should not take pupils to hospital in their own car but should call the emergency services.** This school has clear guidance from the local authority on when (and if) this is appropriate.

6.0 The Federation has clear guidance on the administration of medication at school

Administration – emergency medication

6.1 All pupils at this Federation with medical conditions have easy access to their emergency medication.

6.2 All pupils are encouraged to carry and administer their own emergency medication, **when their parents and health specialists determine they are able to start taking responsibility for their condition.** All pupils carry their emergency medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits.

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

6.4 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.

6.5 Children who need an epi pen will have a labelled container kept at room temperature in a recognised place in the staff room. It remains the responsibility of parents to check the contents are up to date.

Administration – general

- 6.6 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 named member of staff at this Federation.
- 6.7 This Federation understands the importance of medication being taken as prescribed.
- 6.8 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.
- 6.9 Some staff may be understandably reluctant to volunteer to administer intimate or invasive treatment because of the nature of the treatment or fears about accusations of abuse. **Parents and Head Teachers must respect such concerns and not put any pressure on staff to assist with treatment unless they are entirely willing.** Volunteer staff who have received appropriate training should administer the medication with due regard for the dignity and privacy of the pupil
- 6.10 There are several members of staff at this Federation who have been specifically contracted to administer medication.
- 6.11 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 non-prescribed medication to pupils under the age of 16, but only with the written consent of the pupil's parent.
- 6.12 **Staff must not give prescription medicines or undertake health care procedures without appropriate training** (updated to reflect any individual healthcare plans). A first-aid certificate does not constitute appropriate training in supporting children with medical conditions.
- 6.13 Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.
- 6.14 Healthcare professionals, including the school nurse, can provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.
- 6.15 All Federation 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.
- 6.16 In some circumstances, (particularly if intimate contact is required) medication is only administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult.
- 6.17 Parents at this Federation 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.
- 6.18 If a pupil at this Federation refuses their medication or carry out a necessary procedure, staff should not force them to do so. Staff record this and follow the procedure agreed in the individual health plan. Parents are informed as soon as possible so that alternative options can be considered.
- 6.19 If a pupil at this Federation needs supervision or access to medication during home to school transport organised by the local authority, properly trained escorts are provided. All drivers and escorts have the same training as school staff, know what to do in a medical emergency and are aware of any pupils in

their care who have specific needs. If they are expected to supervise or administer emergency medication they are properly trained and have access to the relevant Healthcare Plans.

- 6.20 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.
- 6.21 If a trained member of staff, who is usually responsible for administering medication, is not available this Federation makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.
- 6.22 If a pupil misuses medication, either their own or another pupil's, their parents are informed as soon as possible. These pupils are subject to the Federation's usual disciplinary procedures.

7.0 This Federation has clear guidance on the storage of medication at school

Safe storage – emergency medication

- 7.1 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 and not held personally by members of staff.
- 7.2 Pupils at this Federation that are deemed responsible for their individualised health care plan carry their emergency medication on them at all times (see 6.2). These pupils keep their own emergency medication securely.
- 7.3 Pupils, whose healthcare professionals and parents 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

- 7.4 All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Pupils with medical conditions know where their medication is stored and how to access it.
- 7.5 Staff ensure that medication is only accessible to those for whom it is prescribed.

Safe storage – general

- 7.6 There is an identified member of staff who ensures the correct storage of medication at school.
- 7.7 All controlled drugs are kept in a locked cupboard and only named staff have access, even if pupils normally administer the medication themselves.
- 7.8 Three times a year the identified member of staff checks the expiry dates for all medication stored at school.
- 7.9 The identified member of staff, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labelled 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.

- 7.10 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.
- 7.11 Medication is stored in accordance with instructions, paying particular note to temperature.
- 7.12 Some medication for pupils at this Federation 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 lockable as appropriate.
- 7.13 All medication is sent home with pupils at the end of the school year. Medication is not stored in summer holidays.
- 7.14 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

- 7.15 Parents at this Federation are asked to collect out-of-date medication.
- 7.16 If parents do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.
- 7.17 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.
- 7.18 Sharps boxes are used for the disposal of needles. Parents 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.
- 7.19 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 pupil's parent.
- 7.20 Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

8.0 This Federation has clear guidance about record keeping

Enrolment forms

- 8.1 Parents at this Federation are asked if their child has any health conditions or health issues on the enrolment form, which is filled out at the start of each school year. Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms.

Drawing up Healthcare Plans

- 8.2 This Federation 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. See Appendix 1 – Form 1a and 1b
See Appendix 1 – model process

- 8.3 A Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of pupils 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.
- 8.4 If a pupil has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent to the pupil's parents to complete.
See Appendix 1 – Form 2
- 8.5 The parents, healthcare professional and pupil with a medical condition, are asked to fill out the pupil's Healthcare Plan together. Parents then return these completed forms to the school.
- 8.6 This Federation ensures that a relevant member of school staff is also present, if required to help draw up a Healthcare Plan for pupils with complex healthcare or educational needs.

School Healthcare Plan register

- 8.7 Healthcare Plans are used to create a centralised register of pupils with medical needs. An identified member of staff has responsibility for the register at this school.
- 8.8 The responsible member of staff follows up with the parents any further details on a pupil's Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

Ongoing communication and review of Healthcare Plans

- 8.9 Parents at this Federation 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.
- 8.10 Staff at this Federation use opportunities such as teacher–parent interviews and home–school diaries to check that information held by the school on a pupil's condition is accurate and up to date.
- 8.11 Every pupil with a Healthcare Plan at this Federation has their plan discussed and reviewed at least once a year.

Storage and access to Healthcare Plans

- 8.12 Parents and pupils at this Federation are provided with a copy of the pupil's current agreed Healthcare Plan.
- 8.13 Healthcare Plans are kept in a secure central location at school.
- 8.14 Apart from the central copy, specified members of staff (agreed by the pupil and parents) securely hold copies of pupils' Healthcare Plans. These copies are updated at the same time as the central copy.
- 8.15 All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care.
- 8.16 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 (and have access to) the Healthcare Plans of pupils in their care.

8.17 This Federation ensures that all staff protect pupil confidentiality.

8.18 This Federation seeks permission from parents 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.

8.19 This Federation seeks permission from the pupil and parents before sharing any medical information with any other party, such as when a pupil takes part in a work experience placement.

Use of Healthcare Plans

8.20 Healthcare Plans are used by this Federation 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 this Federation's local emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency
- remind parents 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

8.21 If a pupil requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent on their child's Healthcare Plan giving the pupil or staff permission to administer medication on a regular/daily basis, if required. A separate form is sent to parents for pupils taking short courses of medication.

8.22 All parents 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.

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

8.24 Parents of pupils with medical conditions at this Federation 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

8.25 Parents 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. This includes information about medication not normally taken during school hours.

See Appendix 1 – Form 5

- 8.26 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.
- 8.27 All parents 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.
- 8.28 The residential visit form also details what medication and what dose the pupil 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 pupil manage their condition while they are away.
See Appendix 1 – Form 5

Other record keeping

- 8.29 This Federation 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 are recorded. If a pupil refuses to have medication administered, this is also recorded and parents are informed as soon as possible.
See Appendix 1 – Form 3a and 3b
- 8.30 This Federation holds training on common medical conditions once a year. All staff attending receive a certificate confirming the type of training they have had. A log of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive training.
- 8.31 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.
See Appendix 1 – Form 4
- 8.32 This Federation keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

9.0 This Federation ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities

Physical environment

- 9.1 This Federation is committed to providing a physical environment that is accessible to pupils with medical conditions.
- 9.2 Pupils with medical conditions are included in the consultation process to ensure the physical environment at this Federation is accessible.
- 9.3 This Federation's commitment to an accessible physical environment includes out-of-school visits. The Federation recognises that this sometimes means changing activities or locations.

Social interactions

- 9.4 This Federation 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.

- 9.5 This Federation ensures 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.
- 9.6 All staff at this Federation 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.
- 9.7 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

- 9.8 This Federation understands the importance of all pupils taking part in sports, games and activities.
- 9.9 This Federation 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 pupils.
- 9.10 This Federation ensures all classroom teachers, PE teachers and sports coaches understand that pupils should not be forced to take part in an activity if they feel unwell.
- 9.11 Teachers and sports coaches are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities.
- 9.12 This Federation ensures all PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimize these triggers.
- 9.13 This Federation ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.
- 9.14 This Federation ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Education and learning

- 9.15 This Federation ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.
- 9.16 If a pupil 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.
- 9.17 Teachers at this Federation 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 the pupil, parents and the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.
- 9.18 This Federation ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum.
- 9.19 Pupils at this Federation learn about what to do in the event of a medical emergency.

Residential visits

9.20 Risk assessments are carried out by this Federation prior to any out-of-school visit and medical conditions are considered during this process. Factors this Federation considers include:

- how all pupils will be able to access the activities proposed
- how routine and emergency medication will be stored and administered
- where help can be obtained in an emergency

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

9.22 Risk assessments are carried out before pupils start any work experience or off-site educational placement. It is this Federation's responsibility to ensure that the placement is suitable, including travel to and from the venue for the pupil. Permission is sought from the pupil and their parents before any medical information is shared with an employer or other education provider.

Unacceptable Practice

9.23 Although school staff should use their discretion and judge each case on its merits with reference to the child's individual healthcare plan, it is not generally 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 eg hospital appointments;
- prevent pupils 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

10.0 This Federation is aware of the common triggers that can make medical conditions worse or can bring on an emergency. The Federation is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this

10.1 This Federation is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.

- 10.2 Federation 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.
- 10.3 The Federation 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.
- 10.4 Written information about how to avoid common triggers for medical conditions has been provided to all school staff. See Appendix 1 – Form 6
- 10.5 This Federation uses Healthcare Plans to identify individual pupils who are sensitive to particular triggers. The Federation has a detailed action plan to ensure these individual pupils remain safe during all lessons and activities throughout the school day.
- 10.6 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 pupils with medical conditions.
- 10.7 The Federation reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to this Federation's policy and procedures are implemented after each review.

11.0 Each member of the school and health community knows their roles and responsibilities in maintaining an effective medical conditions policy

- 11.1 This Federation works in partnership with all interested and relevant parties including the Federation's governing body, all school staff, parents, 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 Federation. These roles are understood and communicated regularly.

Employer

- 11.2 This Federation's employer 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
 - ensure 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, pupils, school staff and the local authority about the successes and areas for improvement of this Federation's medical conditions policy
 - provide indemnity for staff who volunteer to administer medication to pupils with medical conditions.

Head teacher

11.3 This Federation's Executive head teacher has a responsibility to:

- ensure the Federation is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- liaise between interested parties including pupils, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents, governors, the school health service, the local authority transport service, and local emergency care services
- ensure the policy is put into action, with good communication of the policy to all
- ensure every aspect of the policy is maintained
- ensure that information held by the Federation is accurate and up to date and that there are good information sharing systems in place using pupils' Healthcare Plans
- ensure pupil confidentiality
- assess the training and development needs of staff and arrange for them to be met
- ensure all supply teachers and new staff know the medical conditions policy
- delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register
- monitor and review the policy at least once a year, with input from pupils, parents, staff and external stakeholders
- update the policy at least once a year according to review recommendations and recent local and national guidance and legislation
- report back to all key stakeholders about implementation of the medical conditions policy.

All school staff

11.4 All staff at this Federation 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 Federation'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 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

11.5 Teachers at this Federation 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, the pupil's healthcare professionals, special educational needs coordinator and welfare officers 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

11.6 The school nurse at this Federation has a responsibility to:

- help update the Federation'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 Federation can access other specialist training.

First aider

11.7 First aiders at this Federation 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

11.8 Special educational needs coordinators at this Federation have the responsibility to:

- help update the Federation's medical condition 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.

Pastoral support/welfare officers

11.9 The pastoral support/welfare officer at this Federation has the responsibility to:

- help update the Federation's medical conditions policy
- know which pupils have a medical condition and which have special educational needs because of their condition
- ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.

Local doctors and specialist healthcare professionals

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

- complete the pupil's Healthcare Plans provided by parents
- 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) 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)
- understand and provide input in to the school's medical conditions policy.

Emergency care services

11.11 Emergency care service personnel in this area have a responsibility to:

- have an agreed system for receiving information held by the Federation about children and young people's medical conditions, to ensure best possible care
- understand and provide input in to the Federation's medical conditions policy.

Pupils

11.12 The pupils at this Federation have a responsibility to:

- treat other pupils with and without a medical condition equally
- tell their parents, 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.

Parents

11.13 The parents of a child at this Federation have a responsibility to:

- 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.

Throughout this document the term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.

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

12.1 This Federation's medical condition policy is reviewed, evaluated and updated every year in line with the Federation's policy review timeline.

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

12.3 In evaluating the policy, this Federation 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:

- pupils
- parents
- school nurse and/or school healthcare professionals
- headteacher
- teachers
- special education needs coordinator
- pastoral support/welfare officer
- first aider
- all other school staff
- local emergency care service staff (including accident & emergency and ambulance staff)
- local health professionals
- the school employer
- school governors.

12.4 The views of pupils with various medical conditions are actively sought and considered central to the evaluation process.

13.0 The Federation has a complaints procedure concerning the support provided to pupils with medical conditions.

13.1 Should parents be unhappy with any aspect of their child's care at this Federation, they must discuss their concerns with the school. This will be with the child's class teacher in the first instance, with whom any issues should be managed. If this does not resolve the problem or allay concern, the problem should be brought to a member of the leadership team, who will, where necessary, bring concerns to the attention of the Executive Headteacher. In the unlikely event of this not resolving the issue, the parents must make a formal complaint using the West Dartmoor Federation Complaints Procedure.

Further advice and resources;

<p>The Anaphylaxis Campaign PO Box 275 Farnborough Hampshire GU14 6SX Phone 01252 546100 Fax 01252 377140 info@anaphylaxis.org.uk www.anaphylaxis.org.uk</p>	<p>Asthma UK Summit House 70 Wilson Street London EC2A 2DB Phone 020 7786 4900 Fax 020 7256 6075 info@asthma.org.uk www.asthma.org.uk</p>	<p>Diabetes UK Macleod House 10 Parkway London NW1 7AA Phone 020 7424 1000 Fax 020 7424 1001 info@diabetes.org.uk www.diabetes.org.uk</p>
<p>Epilepsy Action New Anstey House Gate Way Drive Yeadon Leeds LS19 7XY Phone 0113 210 8800 Fax 0113 391 0300 epilepsy@epilepsy.org.uk www.epilepsy.org.uk</p>	<p>Long-Term Conditions Alliance 202 Hatton Square 16 Baldwins Gardens London EC1N 7RJ Phone 020 7813 3637 Fax 020 7813 3640 info@ltca.org.uk www.ltca.org.uk</p>	<p>Department for Education Sanctuary Buildings 20 Great Smith Street London SW1P 3BT Phone 0870 000 2288 Textphone/Minicom 01928 794274 Fax 01928 794248 info@dcsf.gsi.gov.uk www.dcsf.gov.uk</p>
<p>Council for Disabled Children National Children's Bureau 8 Wakley Street London EC1V 7QE Phone 020 7843 1900 Fax 020 7843 6313 cdc@ncb.org.uk www.ncb.org.uk/cdc</p>	<p>National Children's Bureau National Children's Bureau 8 Wakley Street London EC1V 7QE Phone 020 7843 6000 Fax 020 7278 9512 www.ncb.org.uk</p>	

Individual Healthcare Plan

Name of school/setting

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

Family Contact Information

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

Clinic/Hospital Contact

Name

Phone no.

G.P.

Name

Phone no.

Who is responsible for providing support in school

--

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

--

Appendix 1 – Form 1a (continued)

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Model letter inviting parents to contribute to individual healthcare plan development

Dear Parent

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely

PARENTAL AGREEMENT FOR SCHOOL/SETTING TO ADMINISTER MEDICINE

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Appendix 1 – Form 2 (continued)

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to

[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

Record of medicine administered to an individual child

Name of school/setting	
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

Signature of parent _____

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Record of medicine administered to an individual child (Continued)

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

STAFF TRAINING RECORD – ADMINISTRATION OF MEDICINES

Name of school/setting	
Name	
Type of training received	
Date training completed	
Training provided by	
Profession and title	

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____

Parental agreement for school/setting to administer medicine for off-site activities

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

--

Daytime telephone no.

--

Relationship to child

--

Address

--

I understand that I must deliver the medicine personally to

[agreed member of staff]

GP Details

Telephone no.

--

Address

--

Please provide (in the space below) any other information that the school needs to be aware of regarding your child’s medical condition and recent health before the residential visit or out-of-school activity:

Please provide (in the space below) any details about any specific dietary requirements

Please provide (in the space below) details about your child's swimming ability (for water based activities)

1. The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.
2. I would like my son/daughter to take part in the above mentioned visit or activity and having read the information provided agree to him/her taking part in the activities described.
3. I consent to any emergency medical treatment required by my child during the course of the visit.
4. I confirm that my child is in good health and I consider him/her fit to participate.

Parent Signature(s) _____

Date _____

STRATEGY AND SCHEDULE FOR MINIMISING TRIGGERS FOR MEDICAL CONDITIONS AT SCHOOL

Name of school/setting

Trigger	Where trigger affects pupils	When trigger affects pupils	Action to take	Person responsible	Date action to be taken	If action is ongoing, who is responsible for ensuring that it continues to happen

CONTACTING EMERGENCY SERVICES

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. your telephone number
2. your name
3. your location as follows [insert school/setting address]
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone

MODEL PROCESS FOR DEVELOPING INDIVIDUAL HEALTHCARE PLANS

