



# **Charlton Manor Primary School**

## **Supporting Children with Medical Conditions and Managing Medicines in School Policy**

This policy has been drawn up in accordance with the DfE guidance Managing medicines in schools.

Most pupils will, at some time, have a medical condition which may affect their participation in school activities. For many this will be short-term: perhaps finishing a course of medication. Other pupils have a medical condition that, if not properly managed, could limit their access to education. Such pupils are regarded as having medical needs. Children with complex medical needs are able to attend school regularly and, with support from the school, can take part in all school activities. However, school staff take extra care in planning activities to make sure that these pupils, and others, are not put at risk.

**SENCo: Mr T Baker (Head Teacher)**

**Date the policy was agreed by governors: October 2018**

**Date for next review: October 2019**

\* The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.

## **Rationale**

Charlton Manor School is an inclusive community that aims to support and welcome pupils with medical conditions. We provide all pupils with all medical conditions the same opportunities as others at school. This will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well-being

Charlton Manor School ensures all staff understand their duty of care to children and young people in the event of an emergency and that staff are well supported and feel confident in knowing what to do in an emergency. We are aware that some medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood. We understand the importance of medication being taken as prescribed. We are committed to ensuring that staff understand the medical conditions that affect children that they are working with and the common medical conditions that affect children across the school. There is a significant commitment to ensuring that staff receive training on the impact medical conditions can have on pupils and how to manage these.

## **This school is an inclusive community that aims to support and welcome pupils with medical conditions**

- Wherever possible children with medical conditions are encouraged to take control of their condition in the way which is most appropriate to them and their learning needs. When children are reliant on adults to have their medical needs met, relationships are trusting and the child feels secure
- We aim to include all pupils with medical conditions in all school activities
- Parents of pupils with medical conditions feel secure in the care their children receive at Charlton Manor
- The medical conditions policy is understood and supported by the whole school and local health community.

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

Charlton Manor has consulted on the development of this medical condition policy with a range of key stakeholders within both the school and health settings. The school recognises the importance of providing feedback to those involved in planning for and actively managing the medical needs of children in the school and is committed to working with all stakeholders to continue to develop this area in accordance with the changing needs of children at the school. This policy will be accessible to parents and staff (including those not directly employed by the school) in a range of ways including the school website.

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

- Staff 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.
- There are clear procedures in place for all children in the event of an emergency. These measures include:
  - A whole school procedure in the event of paramedics being called to school which includes systems for the admin and premises teams and clear roles for all those involved
  - First Aiders on site who will manage emergencies in the first instance
  - Clear protocols for emergencies for individual children which are stored with the school team, with emergency medicines and in pupil files
  - Staff trained appropriately to manage emergency situations when offsite
  - Individual risk assessments for every child which highlight any potential emergency situations and control measures
  - Debriefing meetings as necessary
- Systems for supporting families when their children are taken to hospital
  - Systems to ensure that relevant documents including healthcare plans and personal passports are sent to hospital with a child as a matter of course
- 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.
- In some situations, where an ambulance is not deemed necessary and as the result of consultation between the School team, SLT and parents, alternative arrangements can be put in place in the best interests of the child. These may include taking the child home with a member of staff who knows them well or taking the child to the local hospital day clinic.
- All staff at Charlton Manor are aware of the most common medical conditions and needs at the school. Generic training is provided as a matter of course for large groups of staff in asthma and epilepsy.
- Staff at Charlton Manor are fully conversant with the medical needs of individuals in their class and how to manage these. Core training is refreshed for all staff at least once a year. The school differentiates between new training and renewal training, providing more detail and opportunities for supervised practice when training is new.

## **The school has clear guidance on the administration of medication at school**

### **Administration – emergency medication**

- All pupils at this school with medical conditions have easy access to their emergency medication.
- If parents and health specialists determine they are able to start taking responsibility for their condition children are encouraged to administer their own asthma pumps with appropriate levels of supervision.
- All pupils carry their emergency medication with them during any off-site or residential visits. In school emergency medicines are stored in a secure but easily accessible location where there is a clear monitoring and signing out system in place.
- Children are comfortable and secure with the arrangements for a familiar member of staff (and the reserve member of staff) to assist in helping them take their emergency medication safely.

### **Administration – general**

- All use of medication defined as a controlled drug, is done under the supervision of appropriately trained and named members of staff at Charlton Manor. The school understands the importance of medication being taken as prescribed. 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. All members of staff administering medication have stated that they are willing to do so
- 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. All school staff administering medication will do so with a second adult assisting
- Parents at this school understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately and that medication cannot be given without the correct prescriptive label
- If a pupil refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible
- Staff attending off-site visits are aware of any pupils with medical conditions on the visit. They receive information and training as a matter of course at the beginning of the school year about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed. This is documented in individual risk assessments. Children always have competent members of staff accompanying them during offsite visits

- If a trained member of staff, who is usually responsible for administering medication, is not available the school makes alternative arrangements to provide the service from within the staff holding the relevant competencies. There are an adequate number of trained staff in each class to allow for staff absence to be covered.

### **This school has clear guidance on the storage of medication at school**

#### **Safe storage – emergency medication**

- All pupils at this school with medical conditions have easy access to their emergency medication
- All pupils carry their emergency medication with them during any off-site or residential visits. In school emergency medicines are stored in a secure but easily accessible location where there is a clear monitoring and signing out system in place
- Staff know exactly where emergency medications are at all times.

#### **Safe storage – non-emergency medication**

- All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. This may be in the school office or the medical room
- Medication is kept in lidded containers clearly labelled with the child's name and is stored alongside drug recording sheets
- Staff ensure that medication is only accessible to those for whom it is prescribed.

#### **Safe storage – general**

- All controlled drugs are kept in a locked cupboard and only named staff have access, even if pupils normally administer the medication themselves
- The expiry dates for all medication stored at school are checked routinely as part of administration routines
- 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
- 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
- All medication is sent home with pupils at the end of the school year. Medication is not stored during the 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 and that new supplies are sent to school in a timely way. School staff are responsible for informing parents in good time when supplies are running out.

### **Safe disposal**

- Out-of-date medication is sent home to parents

### **The school has clear guidance about record-keeping**

### **Enrolment forms**

- New parents are asked if their child has any health conditions or health issues on a separate set of forms which are part of the new starter pack, which is filled out at the start of each school year. Subsequently, home visits or planned visits with the School team will allow fuller discussion and detail and these take place as a matter of course when a child has medical needs.

### **Existing pupils**

- The School team update their records of health conditions, medicines and permissions for all children annually and as a matter of course.

### **Medi-Alert**

- This school uses a Medi-Alert system to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments.
- On admission parents are asked to provide details to complete their child's Medi-Alert plan.
- This plan is updated if the child has a medical emergency or if there have been changes to their symptoms, or if their medication or treatments change.
- The school ensures that information held within the Medi-Alert is shared with the relevant members of school staff.
  - Healthcare information is kept in a secure central location at school in the office. This is shared with staff who support that child.

### **Use of Medi-Alert Plans**

- Medi-Alert Plans are used by this school to:
  - inform the appropriate staff about the individual needs of a pupil with a medical condition in their care

- 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 to:
- ensure this school'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

### **Consent to administer medicines**

- If a pupil requires regular prescribed medication at school, parents are asked to provide consent giving the pupil or staff permission to administer medication on a regular/daily basis, if required. Short courses of medication also require consent and are recorded on drugs sheets and in medical notes.
- All parents of pupils with a medical condition who may require medication in an emergency are asked to provide consent for staff to administer medication
- 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 Medi-Alert Plan.

### **Residential visits**

- 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.
- 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, emergency protocols and other details.
- All parents of pupils with a medical condition attending a school trip or overnight visit are asked for consent which gives staff permission to administer medication at night or in the morning if required.

### **Other record keeping**

- The school keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the administering staff members, pupil, dose, date and time are recorded. These records are on

drugs charts which are routinely monitored by the School team and which are stored securely with the medicines.

- Class staff are also expected to monitor and record any other significant medical events.
- This school holds training for:
  - Groups or individuals who practice medical competencies
  - This may relate to groups or individual children
  - Training may be provided by the School team or community School team

**This school 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**

- The school is committed to providing a physical environment that is accessible to pupils with medical conditions. The school's commitment to an accessible physical environment includes out-of-school visits and this is taken into consideration as a routine part of planning for any off site visit

### **Social interactions**

- This 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 extended school activities.
- All staff at this school 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.

### **Exercise and physical activity**

- This school understands the importance of all pupils taking part in sports, games and physical activities
- The school ensures that children are never forced to take part in an activity if they feel unwell. 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.
- This school 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

- The school ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.

### **Education and learning**

- This school 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
- If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired. The school understands that this may be due to their medical condition and will work with parents and the school nurse to improve the situation where possible. This may involve supporting rapid access to services that can help
- When families are in crisis because of a child's medical condition, when children are acutely unwell or when children are hospitalized for extended periods of time, the school will put into place measures to ensure that children and families are well supported by the school and that close communication is maintained.

### **Off Site visits**

- Individual risk assessments are carried out by the school and updated at least annually. These document global risks and control measures associated with each child. Individual risk assessments are taken on every off-site visit

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

a. This school works in partnership with all interested and relevant parties including the school's governing body, all school staff, parents, employers, community healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully.

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

#### **Employer**

#### **This school'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
- provide indemnity for staff who administer medication to pupils with medical conditions.

### **Head teacher**

#### **This school's head teacher has a responsibility to:**

Maintain an exemplary standard of collaborative working with the School team

- ensure the school 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 school 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 · 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 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 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
- ensure no pupil with medical conditions is excluded 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:**

- maintain communication with families when children have been unwell
- be aware that medical conditions can affect a pupil's readiness for learning
- regularly record children's physiological need and medical events
- Refer concerns to the School team in a timely way

### **School team**

#### **The school nurse at this school has a responsibility to:**

- Coordinate the completion of healthcare plans · Liaise with other professionals as necessary
- Maintain an exemplary standard of collaborative working with the school · Be available to offer advice and support
- Monitor records
- Help update the school's medical conditions policy, and Medical Training Plan
- Help provide regular training for school staff in managing the most common medical conditions at school
- Provide training for groups or individuals of staff
- 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.

### **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
- 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.

### **Parents**

**The parents of a child at this school 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
- Update the school regarding information from appointments
- 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 has regular reviews about their condition with their doctor or specialist healthcare professional

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

- This school's medical condition policy is reviewed, evaluated and updated every year in line with the school's policy review timeline.
- New Department for Children, Families and Schools and Department of Health guidance is actively sought and fed into the review.
- In evaluating the policy, this school seeks feedback on the effectiveness and acceptability of the medical conditions policy with a wide-range of key stakeholders within the school and health settings.

**Legislation and guidance Introduction**

- Local authorities, schools and governing bodies are responsible for the health and safety of pupils in their care.
- Areas of legislation that directly affect a medical conditions policy are described in more detail in Managing Medicines in Schools and Early Years Settings. The main pieces of legislation are the Disability Discrimination Act 1995 (DDA), amended by the Special Educational Needs and Disability Act 2001 (SENDA) and the Special Educational Needs and Disability Act 2005. These acts make it unlawful for service providers, including schools, to discriminate against disabled people. Other relevant legislation includes the Education Act 1996, the Care Standards Act 2000, the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Medicines Act 1968. This section outlines the main points from the relevant legislation and guidance that schools should consider when writing a medical conditions policy.

**Managing Medicines in Schools and Early Years Settings (2004)**

This provides guidance from the DfES (now DCFS) and DH on managing medicines in schools and early years settings. The document includes the following chapters:

- developing medicines policies
- roles and responsibilities
- dealing with medicines safely
- drawing up a Healthcare Plan
- relevant forms.

Medical Conditions at School: A Policy Resource Pack is designed to work alongside Managing Medicines in Schools and Early Years Settings.

**Disability Discrimination Act 1995 (DDA) and the Special Educational Needs and Disability Acts (2001 and 2005)**

- Many pupils with medical conditions are protected by the DDA and SENDA, even if they don't think of themselves as 'disabled'.
- The Commission for Equality and Human Rights (CEHR) (previously the Disability Rights Commission) publishes a code of practice for schools, which sets out the duties under the DDA and gives practical guidance on reasonable adjustments and accessibility. The CEHR offers information about who is protected by the DDA, schools' responsibilities and other specific issues. Schools' responsibilities include:
  - not to treat any pupil less favourably in any school activities without material and sustainable justification
  - to make reasonable adjustments that cover all activities – this must take into consideration factors such as financial constraints, health and safety requirements and the interests of other pupils. Examples of reasonable adjustments can be found in the DfES resource: Implementing the DDA in Schools and Early Years Settings\*
  - to promote disability equality in line with the guidance provided by the DCSF and CEHR through the Disability Equality Scheme.
  - \*DfES publications are available through the DCSF.

### **The Education Act 1996**

Section 312 of the Education Act covers children with special educational needs, the provisions that need to be made and the requirements local health services need to make to help a local authority carry out its duties.

### **The Care Standards Act 2000**

This act covers residential special schools and responsibilities for schools in handling medicines.

### **Health and Safety at Work Act 1974**

This act places duties on employers for the health and safety of their employees and anyone else on their premises. This covers the head teacher and teachers, non-teaching staff, pupils and visitors.

### **Management of Health and Safety at Work Regulations 1999**

These regulations require employers to carry out risk assessments, manage the risks identified and to communicate these risks and measures taken to employees.

### **Medicines Act 1968**

This act specifies the way that medicines are prescribed, supplied and administered.

## **Additional guidance**

Other guidance resources that link to a medical conditions policy include:

- Healthy Schools Programme – a medical conditions policy can provide evidence to help schools achieve their healthy school accreditation
- Every Child Matters: Change for Children (2004). The 2006 Education Act ensures that all schools adhere to the five aims of the Every Child Matters agenda
- National Service Framework for Children and Young People and Maternity Services (2004) – provides standards for healthcare professionals working with children and young people including school health teams
- Health and Safety of Pupils on Educational Visits: A Good Practice Guide (2001) – provides guidance to schools when planning educational and residential visits
- Misuse of Drugs Act 1971 – legislation on the storage and administration of controlled medication and drug
- Home to School Travel for Pupils Requiring Special Arrangements (2004) – provides guidance on the safety for pupils when traveling on local authority provided transport
- Including Me: Managing Complex Health Needs in School and Early Years Settings (2005)