



SUPPORTING STUDENTS WITH MEDICAL CONDITIONS POLICY

The named member of school staff responsible for this medical conditions policy and its Implementation is:

NAME: Laura Dine

ROLE: Assistant Headteacher

Policy Statement

- At Beaumont we are an inclusive community that aims to support and welcome all students including those with medical conditions. We aim to provide all students with all medical conditions the same opportunities as others at school.
- No student will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.
- This school will listen to the views of students and parents/carers.
- At Beaumont we want students and parents/carers to feel confident in the care they receive from this school and that the level of that care meets their needs.
- Staff understand the medical conditions of students at this school and that they may be serious, adversely affect a student's quality of life and impact on their ability and confidence
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- The whole school & local health community understand and support the medical conditions policy.
- This school understands that all children with the same medical condition will not have the same needs, the school will focus on the needs of each individual student.
- The school recognises its duties as detailed in Section 100 of the Children and Families Act 2014. (Other related legislation is referenced in DfE guidance p21). Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case, this school complies with their duties under that Act. Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For children with SEN, this policy should be read in conjunction with the Special Educational Needs and Disability (SEND) Code of Practice.

Beaumont School recognises that there are a variety of medical conditions which may require different levels of response from the school depending on the individual student and that the

same diagnosis does not require the same treatment in different students. Conditions may be broadly recognised as follows:

1. Long-term conditions which can be life-threatening and for which emergency medication is required but which may be very well managed and present a low risk factor on a day to day basis (e.g diabetes, anaphalaxis, epilepsy, asthma)
2. Long-term conditions which can be life-threatening but are currently unstable or not well-managed
3. Long-term conditions are not immediately life-threatening but which may require periodic absence from school (e.g Crohn's disease)
4. Short term conditions which may require a one-off extended period of absence from school (e.g for an operation)
5. Other conditions which are not life-threatening but which may require regular medication (e.g ADHD)
6. Acute or chronic conditions which are also considered to be a disability (e.g cerebral palsy, cancer)

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

- Students, parent/carers, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels.

All staff understand and are trained in what to do in an emergency for children with medical conditions at Beaumont school.

- All school staff are aware of the medical conditions at this school and understand their duty of care to students in an emergency. Temporary and supply staff are made aware on arrival of the processes regarding medical conditions and that if a student becomes unwell the student should be escorted to Student Services or reception should be contacted for a First Aider.
- Key staff receive training in what to do in an emergency and this is refreshed at least once a year. All staff receive updates on emergency procedures for students at least annually and as changes occur.
- All children with medical conditions that are complex, long-term or where there is a high risk that emergency intervention will be required at this school have an individual healthcare plan, which explains what help they need in an emergency. The IHP will accompany a student should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.
- This school makes sure that all staff providing support to a student have received suitable training and ongoing support to ensure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the student's IHP. This should be provided by the specialist nurse/school nurse/other suitably



qualified healthcare professional and/or parent/carer. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence and this school keeps an up to date record of all training undertaken and by whom.

- This school had chosen to hold an emergency salbutamol inhaler for use by students who have been prescribed a reliever inhaler and for whom parental consent for its use has been obtained. (see appendix 3 for further information)

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

- All staff, including temporary or supply staff should be aware of the content of this policy, know what action to take in an emergency and receive updates at least yearly. School nurses will provide regular training for common conditions eg asthma, allergies, epilepsy and diabetes.
- If a student needs to attend hospital, a member of staff (preferably known to the student) will stay with them until a parent/carer arrives, or accompany a student taken to hospital by ambulance. They will not take students to hospital in their own car.

This school has clear guidance on providing care and support and administering medication at school.

- This school understands the importance of medication being taken and care received as detailed in the student's IHP.
- Medication will only be administered when it would be detrimental to a student's health or school attendance not to do so.
- This school will make sure that there are sufficient members of staff who have been trained to administer the medication and meet the care needs of an individual student. This school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. This school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.
- This school will not give medication (prescription or non-prescription) to a student under 16 without a parent's written consent except in exceptional circumstances, and every effort will be made to encourage the student to involve their parent/carer, while respecting their confidentiality.
- In some circumstances, medication is only administered by an adult of the same gender as the student, and preferably witnessed by a second adult. This will be agreed in the Individual Health Plan.
- All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a student taking medication unless they have been specifically contracted to do so or unless the situation is an emergency and falls under their regular duty of care arrangements.

- When administering medication, for example pain relief, this school will check the maximum dosage and when the previous dose was given. Parents/carers will be informed.
- This school will make sure that a trained member of staff is available to accompany a student with a medical condition on an off-site visit, including overnight stays.
- Parents/carers at this school understand that if their student's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately. Parents/carers should provide the school with any guidance regarding the administration of medicines and/or treatment from the GP, clinics or hospital.
- If a student at this school refuses their medication, staff will record this. Parents/carers will be informed of this non-compliance as soon as possible.
- If a student misuses their medication, or anyone else's, their parent/carer is informed as soon as possible and the school's disciplinary procedures are followed.



Use of ‘over the counter’ i.e. non-prescription medications

- Staff will not administer any non-prescribed or over the counter medication during the course of the normal school day.
- Staff may consent to supervise the administration of non-prescription medicine on residential school visits if the student is unable to do so on their own. There must be written parental consent to administer the medication and clear guidance given to staff for recurring ‘over the counter’ medications e.g. piriton for hayfever via the school consent form.
- The school will not administer general painkillers such as Ibuprofen or paracetamol unless they are part of a wider care plan for a condition and their use has been prescribed by a medical practitioner. Any such painkillers must be provided by parents.
- The school will not administer painkillers to students for common conditions such as headaches nor store such medications on the students’ behalf

This school has clear guidance on the storage of medication and equipment at school.

- This school makes sure that all staff understand what constitutes an emergency for an individual student and makes sure that emergency medication/equipment, eg asthma inhalers, epi-pens etc are readily available wherever the student is in the school and on off-site activities, and are not locked away.
- Students may carry their own medication/equipment, or they should know exactly where to access it. Those students deemed competent to carry their own medication/equipment with them will be identified and recorded through the student’s IHP in agreement with parents/carers.
- Students can carry controlled drugs if they are deemed competent to do so, otherwise this school will store controlled drugs securely in a non-portable container, with only named staff having access. Staff at this school can administer a controlled drug to a student once they have had specialist training.
- This school will make sure that all medication is stored safely, and that students with medical conditions know where they are at all times and have access to them immediately. Under no circumstances will medication be stored in first aid boxes.
- This school will only accept medication that is in date, labelled and in its original container including prescribing instructions for administration. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.
- Parents/carers/carers are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term.

- This school disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a student on off-site visits. They are collected and disposed of in line with local authority procedures.

This school has clear guidance about record keeping.

- As part of the school's admissions process parents/carers are asked if their student has any medical conditions. These procedures also cover transitional arrangements between schools.
- This school uses an IHP to record the support an individual student needs around their medical condition. The IHP is developed with the student (where appropriate), parent/carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. Where a student has SEN but does not have a statement or EHC plan, their special educational needs are mentioned in their IHP. Appendix 2 is used to identify and agree the support a student needs and the development of an IHP.
- All students with long term medical conditions, which may result in emergency procedures are placed on the school's Medical Conditions register. This outlines the nature of the condition and any action to be taken as well as whether or not medication is held in school.
- All students with medical conditions are recorded on the school MIS, which all staff can access.
- Where the medical condition is unstable and requires careful monitoring or regular interventions within the school day AND/OR where the medical condition is having a significant impact on the student's ability to learn effectively or access school AND/OR where the medical condition has meant that the student's attendance has dropped below 90%, the school will draw up an IHP for the student in consultation with health practitioners.
- Where the medical condition has required an extended period of absence from school, the school will also develop an IHP to support reintegration into school and catch-up work missed. Support from ESTMA will be sought if the student meets the criteria.
- Where the student has an acute or chronic condition which is considered to be a disability, the school will draw up an IHP unless an EHCP is already in place because the student has a statement of SEN.
- IHPs will be used to:
 - a. Identify the medical condition, its triggers, signs, symptoms and treatments
 - Identify how the health condition presents a barrier to learning and what strategies are needed to support the student
 - Identify who will provide the support and any training needs
 - Clarify arrangements for the administration of medication, emergency procedures and any special arrangements needed
- Staff are made aware of the Medical Conditions policy and the register through staff meetings and the CRL. Students and parents are made aware via the school newsletter. A copy of the policy will be placed on the website.



- IHPs are regularly reviewed, at least every year or whenever the student's needs change.
- The student (where appropriate) parents/carers, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for the students in their care.
- This school makes sure that the student's confidentiality is protected.
- This school seeks permission from parents/carers before sharing any medical information with any other party.
- This school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.

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

- This school is committed to providing a physical environment accessible to students with medical conditions and students are consulted to ensure this accessibility. This school is also committed to an accessible physical environment for out-of-school activities.
- This school makes sure the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- All staff are aware of the potential social problems that students with medical conditions may experience and use this knowledge, alongside the school's anti bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- This school understands the importance of all students taking part in off site visits and physical activity and that all relevant staff make reasonable and appropriate adjustments to such activities in order they are accessible to all students. This includes out-of-school clubs and team sports. Risk assessments will be conducted as part of the planning process to take account of any additional controls required for individual student needs.
- This school understands that all relevant staff are aware that students should not be forced to take part in activities if they are unwell. They should also be aware of students who have been advised to avoid/take special precautions during activity, and the potential triggers for a student's medical condition when exercising and how to minimise these.

This school makes sure that students have the appropriate medication/equipment/food

with them during physical activity and offsite visits.

- This school makes sure that students with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other student, and that appropriate adjustments and extra support are provided.
- All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a student's medical condition.
- This school will not penalise students for their attendance if their absences relate to their medical condition.
- This pastoral team will monitor students with medical conditions who are finding it difficult to keep up and will liaise with the student (where appropriate), parent/carer and the student's healthcare professional.
- Students at this school learn what to do in an emergency.
- This school makes sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of students with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.
- Parents are required to provide medication for activities taking place outside of normal school hours.

This school 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.

- This school is committed to identifying and reducing triggers both at school and on out-of-school visits.
- School staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers.
- The IHP details an individual student's triggers and details how to make sure the student remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of students with medical needs.
- This school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

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

- This school works in partnership with all relevant parties including the student (where appropriate), parent/carer, school's governing body, all school staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
- Key roles and responsibilities are outlined in Appendix 2.

The medical conditions policy is regularly reviewed, evaluated and updated. Updates are



produced every year.

- In evaluating the policy, this school seeks feedback from key stakeholders including students, parents/carers, school nurses, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services and governors. The views of students with medical conditions are central to the evaluation process.
- Should parents and students be dissatisfied with the support provided they should discuss these concerns with the Headteacher.

Emergency Procedures

- Copies of all IHPs will be held in Student Services together with emergency medication
- In the event of an emergency, staff will follow procedures will as laid out in the student's IHP

This policy should be read in conjunction with:

The SEN Policy

The Single Equalities Scheme

This policy has undergone an equality impact assessment in accordance with the school's Public Sector Equality Duty under the Equality Act 2010.

	Relationship with Student:	
b.	Name:	
	Phone (Day):	
	Phone (Evening):	
	Mobile:	
	Relationship with Student:	

GP	
Name:	
Phone:	
Specialist Contact	
Name:	
Phone:	

Medical Condition Information	
3. Details of Student's Medical Conditions	
Signs and symptoms of this student's condition:	
Triggers or things that make this student's condition/s worse:	
4. Routine Healthcare Requirements (For example, dietary, therapy, nursing needs or before physical activity)	
During school hours:	
Outside school hours:	
5. What to do in an Emergency	

Signs & Symptoms	
In an emergency, do the following:	
6. Emergency Medication (Please complete even if it is the same as regular medication)	
Name / Type of medication (as described on the container):	
How the medication is taken and the amount:	
Are there any signs when	

medication should not be given?	
Are there any side effects that the school needs to know about?	
Can the student administer the medication themselves? (please tick box)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes, with supervision by: Staff members name:
Is there any other follow-up care necessary?	
Who should be notified? (please tick box)	<input type="checkbox"/> Parents <input type="checkbox"/> Carers <input type="checkbox"/> Specialist <input type="checkbox"/> GP
7. Regular Medication taken during School Hours	
Name/type of medication (As described on the container):	
Dose and method of administration (The amount taken and how the medication is taken, e.g. tablets, inhaler, injection)	
When it is taken (Time of day)?	

Are there any side effects that could affect this student at school?	
Are there any contraindications (Signs when this medication should not be given)?	
Self-administration: can the student administer the medication themselves?	(Tick as appropriate) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Staff member's name: Yes, with supervision by:
Medication expiry date:	
8. Regular Medication taken outside of School Hours (For background information and to inform planning for residential trips)	
Name/type of medication (as described on the container):	
Are there any side effects that the school needs to know about that could affect school activities?	
9. Members of Staff Trained to Administer Medications for this Student	
Regular medication:	
Emergency medication:	
10. Any Other Information Relating to the Student's Healthcare in School?	

Parental and Student Agreement
I agree that the medical information contained in this plan may be shared with individuals involved with my/my student's care and education (this includes emergency services). I understand that I must notify the school of any changes in writing.

Signed (Student)	
Print Name:	
Date:	
Signed (Parent) (If student is below the age of 16)	
Print Name:	
Date:	

Healthcare Professional Agreement	
I agree that the information is accurate and up to date.	
Signed:	
Print Name:	
Job Title:	
Date:	

Permission for Emergency Medication	
<input type="checkbox"/> I agree that I/my student can be administered my/their medication by a member of staff in an emergency <input type="checkbox"/> I agree that my student cannot keep their medication with them and the school will make the necessary medication storage arrangements <input type="checkbox"/> I agree that I/my student can keep my/their medication with me/them for use when necessary	
Name of medication carried	
by student:	
Signed (Parent)	
Date	

Headteacher Agreement

It is agreed that (name of Student):

- will receive the above listed medication at the above listed time (see part 6).
- will receive the above listed medication in an emergency (see part 7).

This arrangement will continue until:

(Either end date of course of medication or until instructed by the student's parents/carers).

Signed (Headteacher):	
Print Name:	
Date:	

Appendix 2

Roles and responsibilities

Governing bodies – must make arrangements to support students with medical conditions in school,

including making sure that a policy for supporting students with medical conditions in school is developed and implemented. They should ensure that students with medical conditions are supported

to enable the fullest participation possible in all aspects of school life. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. They should also ensure that any members of school staff who provide support to students with medical conditions are able to access information and other teaching support materials as needed.

Headteacher – should ensure that their school's policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting students with

medical conditions and understand their role in its implementation. Headteachers should ensure that all staff who need to know are aware of the student's condition. They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. Headteachers have overall responsibility for the development of individual healthcare plans. They should also make sure that school staff are appropriately insured and are aware that they are insured to support students in this way.

School staff – any member of school staff may be asked to provide support to students with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of students with medical conditions that they teach. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

School nurse – every school has access to school nursing services. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but may support staff on implementing a student's individual healthcare plan and provide advice and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the student and associated staff training needs. Community nursing teams will also be a valuable potential resource for a school seeking advice and support in relation to children with a medical condition.

Other healthcare professionals - including GPs, paediatricians, nurse specialists/community paediatric nurses – should notify the school nurse and work jointly when a student has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans. Anyone dealing with the medical care of a student in school should

contact the named school nurse for that school to ensure a coordinated approach.

Students – with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan. Other students will often be sensitive to the needs of those with medical conditions.

Parents/carers – should provide the school with sufficient and up-to-date information about their student's medical needs. They may in some cases be the first to notify the school that their student has a medical condition. Parents/carers are key partners and should be involved in the development and review of their student's individual healthcare plan, and will be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, eg provide medicines and equipment and ensure they or another nominated adult are contactable at all times. They should ensure that medications are up-to-date.

Appendix 3

The school has chosen to hold an emergency salbutamol inhaler for use by students who have been prescribed a reliever inhaler and for whom written parental consent for its use has been obtained. The protocol for the use of this inhaler is detailed below, following the Department of Health Guidance on the use of emergency salbutamol inhalers in schools.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/360585/guidance_on_use_of_emergency_inhalers_in_schools_October_2014.pdf

The use, storage, care and disposal of the inhaler and spacers will follow the school's policy on supporting students with medical conditions. Specific guidance on storage and care is provided on page 12 of the Department of Health Guidance on the use of emergency salbutamol inhalers in schools.

The school hold a register of children prescribed an inhaler and this list is kept with the emergency inhaler.

Written parental consent is sought for the use of the emergency inhaler. Where consent is received the use of the emergency inhaler will be included in the students IHP.

Parents/carers will be informed if their student has used the emergency inhaler.

The school's two volunteers for ensuring this protocol is followed are Laura Dine and Jane Cunliffe. Appropriate support and training has been provided in line with the school's policy on supporting students with medical conditions.