



MEDICAL CONDITIONS IN SCHOOLS POLICY

Policy Statement

At Beaumont we are an inclusive community that aims to support and welcome pupils with medical conditions. We aim to provide all pupils with all medical conditions the same opportunities as others at school.

- This school ensures all staff understand their duty of care to children and young people in the event of an emergency.
- The school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- This school understands the importance of medication being taken as prescribed.
- The school is committed to ensuring that staff are suitably informed about students with medical condition. Regular training will be provided about the most common conditions.
- Staff receive additional training about any children they may be working with who have complex health needs supported by an Individual Health Plan (IHP).
- The school will make all reasonable adjustments to ensure that all students with medical conditions can participate in as many aspects of school life as possible
- The schools aims to provide all children with medical conditions the same opportunities as others at school.
- The school understands that there are social and emotional consequences associated with medical conditions

Support for students with medical conditions

The 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)

Communication and management of medical conditions

- Information regarding medical conditions is sought at the point of entry via the gold form. Where there is a more complex case which may require and IHP this will form part of transition arrangements. Parents are reminded annually to update this information as required.
- All students with medical conditions 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.
- 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.

Management of medical conditions in school

- a. Relevant staff at this school are aware of the most common serious medical conditions Staff at this school understand their duty of care to pupils both during, and at either side of the school day 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/carer. This may include administering medication.
- b. *Staff receive updates at least once a year for medical needs and know how to act in an emergency. Additional training is prioritised for key staff members who work with children who have specific medical conditions supported by an Individual Health Plan.*
- c. This school uses Individual Health Plans to inform the appropriate staff (including supply teachers and support staff) of pupils with complex health needs in their care who may need emergency help.
- d. The school has procedures in place so that a copy of the pupil's Individual Health 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.
- e. 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. This school will try to ensure that the staff member will be one the pupil knows. The staff member concerned should inform a member of the schools senior management and/or the schools critical incidents team.

Guidance on the administration of medication at school

- In the vast majority of cases, students will be able to administer their own medication during the school day if required. Medicines will only be administered at school when it is detrimental to the child's health or school attendance not to do so. The school will hold emergency medication where is it appropriate to do so and other medications on medical advice. It may be appropriate in some cases for students to be supervised when taking medication and if so this will be noted on their IHP.
- Whenever a student requests medication which is held in school, this will be noted in the log.
- All medication which is not controlled is held at the school office in a locked cupboard. All staff are aware of how to access this. Students are aware of where there medication is held so that they can access them at any time.
- Controlled medications are stored in the safe and only designated members of staff have access.
- This school understands the importance of medication being taken as prescribed.



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- Staff will only administer medication to a student, whether prescription or non-prescription, with a parent's written consent
 - 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 or unless the situation is an emergency and falls under their regular duty of care arrangements.
 - In some circumstances, medication is only administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult. This will be agreed in the Individual Health Plan.
 - Parents/carers at this school understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately. 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 pupil at this school refuses their medication, staff will record this. Parents/carers will be informed of this non-compliance as soon as possible.
 - All staff attending off-site visits are aware of any pupils on the visit who have medical conditions. They will 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. Where the visit includes an overnight stay, any prescription medication should be given to members of staff for safe-keeping.
 - If a trained member of staff, who is usually responsible for administering medication, is not available this school makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.
 - If a pupil misuses medication, either their own or another pupil's, their parents/carers are informed as soon as possible. The school will seek medical advice by ringing A+E if this situation arises. In such circumstances, pupils will be subject to the school's usual disciplinary procedures.
 - This school has an identified member of staff/designated person who ensures the correct storage of medication at school.
 - The identified member of staff checks the expiry dates for all medication stored at school each term (i.e. three times a year).
 - The identified member of staff, along with the parents/carers of pupils with medical conditions, ensures that all emergency and non-emergency medication brought into school is clearly labelled with the pupil's name, the name of the medication, route of administration, dose and frequency, an expiry date of the medication.
 - All medication is supplied and stored in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
 - Medication is stored in accordance with the manufacturer's instructions, paying particular note to temperature.
 - Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are inaccessible to unsupervised pupils or lockable as appropriate.
 - It is the parents/carer's responsibility to ensure adequate supplies of new and in date medication comes into school at the start of each term with the appropriate instructions and ensures that the school receives this.

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 (form 3a). via the school consent form.
- The school will not administer general painkillers such as Ibruprofen 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

Emergency Procedures

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

Inclusion

Physical Environment

- This school is committed to providing a physical environment that is as accessible as possible to pupils with medical conditions. This includes out-of-school visits.
- 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 before and after school.
- This school ensures the needs of pupils with medical conditions are adequately considered to ensure they have access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits.
- Staff are 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.
- 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.

Education and Learning

- The 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.
- Teachers at this school 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.

Risk Assessments

- Risk assessments are carried out by this school prior to any out-of-school visit or off site provision and medical conditions are considered during this process. This school considers: 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, and any other relevant matters.
- This school understands that there may be additional medication, equipment or other factors to consider when planning residential visits or off site activities. This school considers additional medication and facilities that are normally available at school.
- This school carries out risk assessments before pupils start any work experience or off-site educational placements. It is this school'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/carers before any



medical information is shared with an employer or other education provider. Copies of Individual Health Care Plans are sent to off-site placements with parental consent.

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

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.

Appendix 1	Form 1 - Individual Health Plan
For pupils with complex health needs at school	

Date form completed:		
Date for review:		
Reviewed by	Date (dd/mm/yyyy)	Changes to Individual Health Plan
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Yes <input type="checkbox"/> No
Copies held by:		

1. Pupil's Information	
Name of School:	
Name of Pupil:	
Class / Form	
Date of Birth:	<input type="checkbox"/> Male <input type="checkbox"/> Female
2. Contact Information	
Pupil's Address	Postcode:
Family Contact Information	
a.	Name:
	Phone (Day):
	Phone (Evening):
	Mobile:

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

GP	
Name:	
Phone:	
Specialist Contact	
Name:	
Phone:	

Medical Condition Information	
3. Details of Pupil's Medical Conditions	
Signs and symptoms of this pupil's condition:	
Triggers or things that make this pupil'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 pupil 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 pupil at school?	
Are there any contraindications (Signs when this medication should not be given)?	
Self-administration: can the pupil 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 Pupil	
Regular medication:	
Emergency medication:	
10. Any Other Information Relating to the Pupil's Healthcare in School?	

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

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

Headteacher Agreement
<p>It is agreed that (name of Child):</p> <input type="checkbox"/> will receive the above listed medication at the above listed time (see part 6). <input type="checkbox"/> will receive the above listed medication in an emergency (see part 7). <p>This arrangement will continue until: (Either end date of course of medication or until instructed by the pupil's parents/carers).</p>

Signed (Headteacher):	
Print Name:	
Date:	

