



MEDICAL POLICY 2017-18

Effective Date: July 2017

Last Reviewed:

Reviewed by: Karen Hayward

Next Review: July 2019

INTRODUCTION

Sandy Upper School policies are designed to support the school ethos, aims and vision. Sandy Upper is a positive learning community which is fully inclusive to ensure equality of opportunity for all.

We want all members of the school community to:

- Enjoy learning
- Be enquiring
- Achieve the best
- Feel safe and secure
- Be happy
- Be well cared for and supported
- Be challenged and make good progress
- Be prepared for a bright future
- Make a valued contribution
- Enjoy a well ordered and stimulating learning environment

We want to be:

“A centre of excellence, nurturing all learners, whatever their needs or interests, instilling high expectations for all and preparing young people for life and a bright future.”

All staff are required to uphold the ethos and aims of the school through the application of this and all school policies agreed by governors. Every teacher at Sandy Upper School is a teacher of every child or young person including those with special educational needs or disabilities (SEND).

Community consultation

Sandy Upper School will consult 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:

- students with medical conditions
- parents
- school nurse
- Principal and teachers
- SENCO
- members of staff trained in first aid
- all other school staff
- local emergency healthcare staff (such as accident and emergency staff and paramedics)
- local healthcare professionals
- the local authority
- school governors

Sandy Upper School 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.

School and community involvement in the policy

Students will be informed and regularly reminded about the medical conditions policy:

- through tutor time activities

- in citizenship classes

Parents will be informed and regularly reminded about the medical conditions policy:

- by including the policy statement in the school's prospectus and signposting access to the policy at the start of the school year, when communication is sent out about Healthcare Plans
- when their child is enrolled as a new student and via the school's website (where it is available all year round)
- through school-wide communication about results of the monitoring and evaluation of the policy

School staff will be informed and regularly reminded about the medical conditions policy:

- through regular updates at staff meetings and at other times during the year
- at scheduled medical conditions training
- through the key principles of the policy being displayed in several prominent staff areas at Sandy Upper School
- through school-wide communication about results of the monitoring and evaluation of the policy. In addition, supply and temporary staff are informed of the policy and of their responsibilities

Relevant local health staff will be informed and regularly reminded about the school's medical conditions policy:

- by letter, accompanied with a printed copy of the policy at the start of the school year
- through communication about results of the monitoring and evaluation of the policy

Governors agree the policy and regularly review it (at least every 2 years)

All other external stakeholders are informed and reminded about the school'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

Staff awareness & training

- Staff are aware of the most common serious medical conditions at Sandy Upper School and they understand their duty of care to students 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
- Staff are aware that there is no legal or contractual duty to administer medication, or supervise a student taking medication, unless they have been specifically contracted to do so
- Staff who work with groups of students at Sandy Upper School receive training and know what to do for the students in their care with medical conditions. Training is refreshed for all staff at least once a year
- Action for staff to take in an emergency, for the common serious conditions at Sandy Upper School, is displayed in prominent locations for all staff
- Sandy Upper School uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of students in their care who may need medical assistance

General emergency procedures

The school will ensure that 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

- who to contact within the school
- new staff and supply staff are inducted into school processes.
- what action to take in a general medical emergency is displayed in prominent locations for staff
- if a student needs to be taken to hospital, and their parent or guardian is not immediately available, a member of staff will accompany them and will stay with them until a parent/guardian arrives. The school tries to ensure that the staff member will be one the student knows
- Sandy Upper School has procedures in place so that a copy of the student's Healthcare Plan is sent to the emergency care setting with the student. When this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible. Staff should not take students to hospital in their own car. If a student is required to attend hospital, their parents or an ambulance should be called to transport them

Administering medication

- All students at Sandy Upper School with medical conditions have easy access to their medication. This will only be administered under the supervision of a named member of staff at the school - even if the student can administer the medication themselves (students will be encouraged to administer their own emergency medication when their parents and health specialists determine they are able to start taking responsibility for their condition)
- All staff understand the importance of medication being taken as prescribed and training will be given to staff members who administer medication to students.
- At Sandy, all medicines for children from Yrs. 9 – 11 are kept in the school medical office.
- When a student is off-site their medication will be carried by a responsible adult, who will be available to administer the medicine and assist the student. All staff attending off-site visits are aware of any students 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. This is always addressed in the risk assessment for off-site activities.
- Training is given to all staff members who agree to administer medication to students, where specific training is needed. 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.
- Parents at Sandy Upper School understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.
- If a student misuses medication, either theirs or another student's, their parents are informed as soon as possible. These students are subject to the school's usual disciplinary procedures.
- If a student at Sandy Upper School refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.

Storing medicines at school

- There is an identified member of staff who ensures the correct storage of medication at school. Medication is stored in accordance with instructions, paying particular note to temperature
- All controlled drugs are kept in a secure cupboard in the medical office and only named staff have access
- Three times a year the identified member of staff checks the expiry dates for all medication stored at school; this check is documented. All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the student's name, the name of the medication,

- expiry date and the prescriber's instructions for administration, including dose and frequency
- Some medication for students at Sandy Upper School may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in the medical office, inaccessible to unsupervised students.
 - All medication is sent home with students 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

Safe disposal

- Parents are notified when medication is out-of-date and asked to collect it and replace it if necessary.
- Although not currently needed, sharps boxes would be used for the disposal of needles. Collection and disposal of sharps boxes would be dealt with appropriately

Medical Register & Healthcare Plans

Parents at Sandy Upper School are asked if their child has any health conditions or health issues on the enrolment form, which is filled out when they start at the school. Parents of new students starting at other times during the year are also asked to provide this information on enrolment forms. This information is kept on a medical register and is shared with all staff whenever there is an alteration made to the register.

Healthcare Plans are used to support students with the most severe medical needs. In addition to the school medical register, students with Healthcare Plans are listed on the school SEND Student Support register.

Drawing up Healthcare Plans

Sandy Upper School uses a Healthcare Plan to record important details about some individual children's medical needs at school, e.g. their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required. If a student has a longer term medical condition that requires treatment or medication during school hours, the school, healthcare professional, parent and student with a medical condition (if appropriate), are asked to fill out the Healthcare Plan together.

If a student has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent to the student's parents to complete.

Ongoing communication and review of Healthcare Plans

- Parents at Sandy Upper School are regularly reminded to update their child's Healthcare Plan, for example if their child has a medical emergency or if there have been changes to their symptoms, or their medication and treatments change.
- The school will contact parents to check that information held by the school on a student's condition is accurate and up to date.
- Every student with a Healthcare Plan at Sandy Upper School has their plan discussed and reviewed at least once a year.
- An anonymised overview of the report will be given to governors annually summarising key issues that have emerged for the plans.

Storage and access to Healthcare Plans

- Parents at Sandy Upper School are provided with a copy of the student's current agreed Healthcare Plan
- Healthcare Plans are kept in a secure central location at school in the medical office and the students' individual files.
- Apart from the central copy, specified members of staff (agreed by the student and parents) securely hold copies of students' Healthcare Plans.
- These copies are updated at the same time as the central copy
- All members of staff who work with groups of students have access to the Healthcare Plans of students in their care
- When a member of staff is new to a student 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 students in their care
- Sandy Upper School ensures that all staff protect student confidentiality
- Sandy Upper School 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
- Sandy Upper School seeks permission from the parents before sharing any medical information with any other party

Use of Healthcare Plans

Healthcare plans help the school to effectively support students with medical conditions in accessing the curriculum and wider school life.

Where a child is absent for over 15 days due to illness the school will consider reviewing or setting up a health care plan with school nursing/ GP. The aim of this review is to promote the child's attendance and engagement in school and maximise their access to the curriculum. Where this health care plan review decides that the student cannot attend school on medical grounds a referral will be made to the Local Authority Medical Provision for consideration.

Consent to administer medicines

If a student requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent, whether this is on a regular/daily basis or a short course of medicine.

Residential visits and School Trips

- Parents are sent a residential visit/school trips form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit (Appendix 6 – Norfolk trip example). This form requests up-to-date information about the student's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the student manage their condition while they are away. This includes information about medication not normally taken during school hours
- All parents of students 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
- If the form includes current issues of medication - a discussion is held with the parent about how the medical condition will be managed whilst on the trip

- All residential visit forms are taken by the relevant staff member on residential visits and out-of-school hours activities where medication is required. These are accompanied by a copy of the student's Healthcare Plan

Other record keeping

Sandy Upper School keeps an accurate record of each occasion an individual student is given or supervised taking medication. Details of the supervising staff member, student, dose, date and time are recorded. If a student refuses to have medication administered, this is also recorded and parents are informed as soon as possible.

Sandy Upper School holds training on common and specific medical conditions, led by a healthcare professional. 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 staff are suitably trained.

An inclusive school environment for children with medical conditions

Physical environment

Sandy Upper School is committed to providing a physical environment that is accessible to students with medical conditions, this includes school trips and journeys.

Social interactions

- Sandy Upper School ensures the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school
- Sandy Upper School ensures the needs of students with medical conditions are adequately considered to ensure they have full access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits
- All staff at Sandy Upper School are aware of the potential social problems that students 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 Tutor time to raise awareness of medical conditions amongst students and to help create a positive social environment Exercise and physical activity

Exercise and physical activity

- Sandy Upper School understands the importance of all students taking part in sports, games and activities
- Sandy Upper School ensures all school staff make appropriate adjustments to sports, games and other activities to make physical activity accessible to all students.
- Sandy Upper School ensures all school staff and sports coaches understand that students should not be forced to take part in an activity if they feel unwell.
- School staff are aware of students in their care who have been advised to avoid or to take special precautions with particular activities.
- Sandy Upper School ensures all school staff are aware of the potential triggers for students' medical conditions when exercising, and how to minimize these triggers.
- Sandy Upper School ensures all students have the appropriate medication or food with them during physical activity and that students take them when needed.

- Sandy Upper School ensures all students with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Education and learning

Sandy Upper School ensures that students with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.

If a student is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at Sandy Upper School understand that this may be due to their medical condition.

Teachers at Sandy Upper School are aware of the potential for students with medical conditions to have special educational needs (SEN). Students with medical conditions who are finding it difficult to keep up with their studies are referred to the SENCO. The school's SENCO consults the student, parents and the student's healthcare professional to ensure the effect of the student's condition on their schoolwork is properly considered.

Residential visits

Risk assessments are carried out by Sandy Upper School prior to any out-of-school visit and medical conditions are considered during this process. Factors Sandy Upper School considers include: how all students will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency. Sandy Upper School understands that there may be additional medication, equipment or other factors to consider when planning residential visits.

Reducing or eliminating common triggers that can exacerbate medical conditions

- Sandy Upper School is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.
- School 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
- School are aware of the potential triggers for the common medical conditions at Sandy Upper School. Written information about how to avoid common triggers for medical conditions has been provided to all school staff.
- Sandy Upper School uses Healthcare Plans to identify individual students who are sensitive to particular triggers
- The school reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to Sandy Upper School's policy and procedures are implemented after each review.

Roles and responsibilities

Sandy Upper 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 students to ensure the policy is planned, implemented and maintained successfully.

The following roles and responsibilities are used for the medical conditions policy at Sandy Upper School. These roles are understood and communicated regularly.

Governors

Sandy Upper School governing body makes 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 a student with medical conditions is 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." Supporting Students with Medical Conditions April 2014". Governors will receive annual updates as to the effective working of the policy, including numbers of students and key issues arising from school health care plans and training provided.

Principal

Sandy Upper School's head teacher has a responsibility to:

- ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy framework
- liaise between interested parties including students, 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 students' Healthcare Plans
- ensure student 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 students, parents, staff and external stakeholders and update if required, 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

All staff at Sandy Upper 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 students in their care have a medical condition and be familiar with the content of the student's Healthcare Plan
- allow all students 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 students who carry their medication with them have it when they go on a school visit or out of the classroom
- be aware of students 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 students (students should not be forced to take part in any activity if they feel unwell)
- ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure students have the appropriate medication or food with them during any exercise and are allowed to take it when needed.
- must not be given prescription medication or undertake a medical procedure without appropriate training / updated to reflect the individual care plan.

Teaching staff

Teachers at Sandy Upper School have a responsibility to:

- ensure students who have been unwell catch up on missed school work
- be aware that medical conditions can affect a student's learning and provide extra help when students need it
- liaise with parents, the student's healthcare professionals, SENCO and welfare officers if a child is falling behind with their work because of their condition
- use opportunities such as Tutor time, citizenship lessons and other areas of the curriculum to raise student awareness about medical conditions.

School nurse or school healthcare professional

School Nursing will not necessarily be aware of all students' medical conditions, but there is a clear expectation from the school that the school nursing services will be involved in the care plan process, as appropriate, including the following:

- Initiating and updating health care plans, regularly
- Informing the school of students in need for a health care plan
- Helping update the school's medical conditions policy, including recommending training
- Helping to provide regular training for school staff in managing the most common medical conditions at school and advising training on less common conditions
- Collating relevant health information to support student, family and school to inform the health care plan.
- Providing information about where the school can access other specialist training.
- Ensuring health care plans are designed to maximise attendance at school and engagement with learning, including effective reintegration to schools.

The School Nurse will seek permission from the parent/s of children who have or require a health care plan.

First aider

First aiders at Sandy Upper 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.

SENCO

The SENCO at Sandy Upper School will have the responsibility to:

- help update the school's Medical Condition Policy
- know which students have a medical condition and which have special educational needs because of their condition
- ensure teachers make the necessary arrangements if a student needs special consideration or access arrangements in tests

Local doctors and specialist healthcare professionals

Individual doctors and specialist healthcare professionals caring for students who attend Sandy Upper School, have a responsibility to:

- complete the student'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 student and their parents)
- understand and provide input into the school's Medical Conditions Policy.

Students

The students at Sandy Upper School have a responsibility to:

- treat other students 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 student is feeling unwell
- let any student 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 (The term 'Parent' implies any person or body with parental responsibility such as foster parent, guardian or local authority)

The parents of a child at Sandy Upper 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
- 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.

The DfE guidance 2014 lists the following unacceptable practices. This Guidance notes these issues and notes that it is important that there is a dialogue between school and parents so that the parent feels confident in the process.

Sandy Upper School considers it to be unacceptable 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
- send children who have become ill 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 e.g. hospital appointments
- prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition
- 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
- prevent children from participating, or create unnecessary barriers to children partaking in any aspect of school life, including school trips

Policy Review

This school's Medical Condition Policy is reviewed, evaluated and updated every 2 years, in line with the school's policy review timeline. In evaluating the policy, Sandy Upper School seeks feedback on the effectiveness and acceptability of the Medical Conditions Policy with a wide-range of key stakeholders within the school and health settings. These key stakeholders include:

- Students
- Parents
- School nurse and/or school healthcare professionals
- Principal
- Teachers
- SENCO
- Matron
- All other school staff
- Local emergency care service staff (including accident & emergency and ambulance staff)
- Local health professionals
- The Local Authority

- School governors