

# **FOX WOOD SCHOOL**



## **SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS POLICY**

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# Policy

## **1. Fox Wood is an inclusive community that supports and welcomes pupils with medical conditions**

a. We understand that we have a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.

b. We aim to provide all children with medical conditions the same opportunities as others at school. We will help to ensure they can:

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

c. Pupils with medical conditions are encouraged to take control of their condition if and when possible.

d. We aim to include all pupils with medical conditions in all school activities where it is safe to do so.

e. Parents/carers of pupils with medical conditions feel secure in the care their children receive at this school.

f. The school ensures all staff understand their duty of care to children and young people in the event of an emergency.

g. All staff feel confident in knowing what to do in an emergency.

h. This school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

i. All staff understand the common medical conditions that affect children at this school.

j. This medical conditions policy is understood and supported by the whole school and local health community.

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

a. We have consulted on the development of this medical conditions policy with a wide-range of key stakeholders within both the school and health settings. These key stakeholders

include:

- parents
- school nurses
- head teacher
- teachers
- teaching assistants
- members of staff trained in first aid
- other school staff including admin
- local healthcare professionals
- school governors.

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

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

- at the start of the school year when communication is sent out about Healthcare Plans
- in the school newsletter throughout the school year
- when their child is enrolled as a new pupil
- via the school's website

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

- through being discussed at a staff meeting
- at scheduled medical conditions training
- through the key principles of the policy being displayed in the staff room
- Health staff working in school will be informed and reminded about the school's medical conditions policy:
- Via the school nurses

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

a. All staff are aware of the most common serious medical conditions at this school.

b. Staff at Fox Wood 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.

c. All staff who work with groups of pupils at Fox Wood receive training and know what to do in an emergency for the pupils in their care with medical conditions.

- d. Training is refreshed for all staff at least once a year.
- e. Action for staff to take in an emergency for the common serious conditions is displayed in prominent locations for all staff including classrooms.
- f. This school uses Health Action Plans and Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.
- g. This school has procedures in place so that a copy of the pupil's Health Action Plan can be taken to the emergency care setting with the pupil.
- h. Emergency procedures for asthma, diabetes, epilepsy etc. are available in the staffroom and in each classroom

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

- a. Admin 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.
- b. Training is refreshed for all staff at least once a year.
- c. Action to take in a general medical emergency is displayed in prominent locations for staff. These include classrooms.
- d. If a pupil needs to be taken to hospital from school, 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.
- e. Generally, staff should not take pupils to hospital in their own car.

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

### **Administration – emergency medication**

- a. Pupils are encouraged to administer their own emergency medication, when their parents and health specialists determine they are able to take responsibility for their condition. This may be the case for a minority of pupils.

## **Administration – general**

- b. All administration of medication defined as a controlled drug, is carried out under the supervision of two members of staff at this school. Both members of staff have to record and sign that the drug has been administered.
- c. This school understands the importance of medication being taken as prescribed.
- d. 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.
- e. Many members of staff are happy to take on the voluntary role of administering medication and have been trained to do so.
- f. 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.
- g. All school staff have been informed through training that they are required, under common law duty of care to act like any reasonably prudent parent in an emergency situation. This may include taking action such as administering medication.
- h. Parents 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 in writing.
- i. If a pupil at Fox Wood refuses their medication, staff record this and parents are informed as soon as possible.
- j. All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They have 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. Healthcare Plans may be taken off site if appropriate.
- k. 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.

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

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

- a. Emergency medication is readily available for pupils who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.
- b. Where healthcare professionals and parents advise the school that their child is not yet able or old enough to self-manage and carry their own emergency medication, staff know exactly

where to access their emergency medication.

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

c. All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry environment.

d. Staff ensure that medication is only accessible to those for whom it is prescribed.

### **Safe storage – general**

e. There is an identified member of staff who ensures the correct storage of medication at school.

f. All controlled drugs are kept in a locked cupboard.

g. The expiry date is checked each term when the medication is sent in to school and every time it is given in school, by the member of staff concerned.

h. Trained staff, along with the parents of pupils with medical conditions, ensure that all emergency and non-emergency medication brought in to school is clearly labeled with the pupil's name, the name and dose of the medication and the frequency of dose.

i. All medication is supplied and stored, in its original container. 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. If a medicine needs to be used within a specified number of weeks after opening, this information is recorded on the signing sheet. Over the counter medication may be given to pupils providing written authorization is received from parents/carers. The dose given cannot exceed manufacturer's instructions.

j. Medication is stored in accordance with instructions, paying particular note to temperature.

k. Some medication for pupils may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. A refrigerator used for the storage of medication is in the medical room and is locked.

l. All medication will be sent home with pupils at the end of every term.

m. It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new term.

### **Safe disposal**

n. Out-of-date medication is signed out and given to parents to dispose of.

o. The member of staff giving medication is responsible for checking the dates on the medication.

p. Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.

q. Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

## **8. This school has clear guidance about record keeping**

### **Enrolment forms**

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

### **Healthcare Plans**

#### **Drawing up Healthcare Plans**

b. This school uses a Healthcare Plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required.

c. A Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of pupils with a long-term medical condition. This is sent:

- at the start of the school year
- when the child starts school
- when a diagnosis is first communicated to the school.

d. If a pupil has a short-term medical condition that requires medication during school hours, a medication form is sent to the pupil's parents to complete. This is also available on the school website

e. Parents and healthcare professional are asked to complete the pupil's Healthcare Plan together. Parents then return the signed completed forms to school.

f. This school ensures that a relevant member of school staff is also present, if required, to help draw up a Healthcare Plan for pupils with complex healthcare or educational needs.

### **School Healthcare Plan register**

g. Healthcare Plans will be used to create a centralised register of pupils with medical needs. An identified member of staff will have responsibility for the register at this school.

h. The responsible member of staff follows up with the parents any further details on a pupil's

Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

### **Ongoing communication and review of Healthcare Plans**

- i. Parents at this school are **regularly** reminded to update their child's Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms or their medication and treatments change.
- j. Staff use opportunities such as IEP meetings, parents evening and home-school diaries to check that information held by the school on a pupil's condition is accurate and up to date.
- k. Every pupil with a Healthcare Plan at this school has their plan discussed and reviewed at least once a year.

### **Storage and access to Healthcare Plans**

- l. Parents are provided with a copy of the pupil's current agreed Healthcare Plan.
- m. Healthcare Plans are kept in a secure central location at school.
- n. Apart from the central copy, the appropriate class team securely hold copies of pupils' Healthcare Plans. These copies are updated at the same time as the central copy.
- o. All members of staff who work with these pupils have access to the Healthcare Plans of pupils in their care.
- p. When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of and have access to the Healthcare Plans of pupils in their care.
- q. We ensure that all staff protect pupil confidentiality.
- r. Fox Wood shares the Healthcare Plan with 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.

### **Use of Healthcare Plans**

Healthcare Plans are used 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. We use this information to help reduce the impact of common triggers
- ensure that all medication stored at school is within the expiry date
- ensure this school's local emergency care services have a timely and accurate summary of



- a pupil's current medical management and health care in the event of an emergency
- remind parents of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication when required.

### **Consent to administer medicines**

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

t. All parents of pupils with a medical condition who may require medication in an emergency are asked to provide consent on the Health Care Plan for staff to administer medication.

### **Residential visits**

u. 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 manager to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours.

v. All residential visit forms are taken by the relevant staff member on visits. These are accompanied by a copy of the pupil's Healthcare Plan.

w. All parents of pupils with a medical condition attending a school trip or overnight visit are asked for consent giving staff permission to administer medication at night or in the morning if required.

x. The residential visit form also details what medication and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and managers to help the pupil manage their condition while they are away.

### **Other record keeping**

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

z. We have training on common medical conditions once a year e.g. seizures. A log of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive training.

aa. All school staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. The school keeps a register of staff who have had

the relevant training.

## **9. Fox Wood 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**

a. We are committed to providing a physical environment that is accessible to pupils with medical conditions.

b. This school's commitment to an accessible physical environment includes out-of-school visits. The school recognises that this sometimes means changing activities or locations.

### **Social interactions**

c. Fox Wood 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.

d. This school ensures the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as school productions, after school clubs and residential visits.

e. Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

### **Exercise and physical activity**

f. We understand the importance of all pupils taking part in sports, games and activities.

g. We ensure all teachers, and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.

h. 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.

i. This school ensures all teachers and sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimize these triggers.

j. Staff ensure all pupils have the appropriate medication or food with them or nearby during physical activity and that pupils take them when needed.

k. Staff ensure all pupils with medical conditions are actively encouraged to take part in out-of-

school clubs.

## **Education and learning**

l. Fox Wood 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.

## **Residential visits**

m. Risk assessments are carried out by staff prior to any out-of-school visit and medical conditions are considered during this process. Factors we consider include: how all pupils 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.

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

o. Risk assessments are carried out before pupils start any work experience or off-site educational placement. 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 parents before any medical information is shared with an employer or other education provider.

## **10. This school is aware of the common triggers that can make 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**

a. We are committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.

b. 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.

c. We use Healthcare Plans to identify individual pupils who are sensitive to particular triggers.

d. Health and safety risk assessments are carried out on all out-of-school activities before they are approved, including work experience placements and residential visits, taking into account the needs of pupils with medical conditions.

e. The school reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to this policy and procedures are implemented after each review.

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

a. Fox Wood works in partnership with all interested and relevant parties including the school's governing body, 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. These roles are understood and communicated regularly.

### **The school's employer (Local Authority) 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 this policy is effectively monitored and evaluated and regularly updated
- report to parents, pupils, school staff and the local authority about the successes and areas for improvement of this school's medical conditions policy
- provide indemnity for staff who volunteer to administer medication to pupils with medical conditions.

### **The governors have a responsibility to:**

- Take reasonable steps to make sure that the school is following the employer's policy and procedures through regular discussion at governance meetings.
- Ensure staff receive adequate training to enable them to carry out their responsibilities.
- Promote a sensible approach to health and safety, making use of competent health and safety advice when required.
- Work in close partnership with the head teacher and senior management team to support sensible health and safety management and to challenge as appropriate

### **The 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 frameworks
- liaise between interested parties including pupils, staff, 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
- 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 parents, staff, health staff and external stakeholders, and according to review recommendations and recent local and national guidance and legislation
- report back to key stakeholders about implementation of the medical conditions policy.

**All staff 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
- understand the common medical conditions and the impact they can have on pupils
- ensure pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure pupils have the appropriate medication or food with them or nearby during any exercise and are allowed to take it when needed.

**Teachers have a responsibility to:**

- be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it
- liaise with parents, healthcare professionals, if a child is not accessing the full curriculum because of their condition
- use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions (where appropriate).

**The school nurse has a responsibility to:**

- help update the school's medical conditions policy
- help provide regular training for school staff in managing the most common medical conditions at school
- provide information about where the school can access other specialist training.

**First aiders 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.

**The special educational needs coordinator has the responsibility to:**

- help update the school's medical condition policy
- know which pupils have a medical condition and which have special educational needs because of their condition

**Individual doctors and specialist healthcare professionals caring for pupils who attend this school have a responsibility to:**

- 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/where applicable
- ensure children and young people have regular reviews of their condition and their medication where applicable
- 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)

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

- have an agreed system for receiving information held by the school about children and young people's medical conditions, to ensure best possible care

**The pupils at this school have a responsibility to:**

- treat other pupils with and without a medical condition equally
- tell their parents, teacher or staff member when they are not feeling well if possible
- treat all medication with respect
- if able, know how to take their own medication and take it when they need it

**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
- inform the school in writing 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
- 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

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

- a. The policy will be reviewed, evaluated and updated every year.
- b. New Department for Education and Department of Health guidance is actively sought and fed into the review.
- c. In evaluating the policy, this school will seek feedback on its effectiveness with a wide-range of key stakeholders within the school and health settings. These key stakeholders include:
  - pupils
  - parents
  - school nurse and/or school healthcare professionals
  - headteacher
  - first aiders
  - school staff
  - local health professionals
  - school governors.

Reviewed by V Dunmore & A Morris (School Nurses)  
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