





CHILDREN WITH MEDICAL CONDITIONS POLICY

Document owner:	Jenny Clough
Responsible Trust Committee:	Board
Date Approved:	January 2019
Review Date:	December 2021

Approved Signature (Principal):	 Date 08.01.2019
Approved Signature (Trust Board):	 Date 08.01.2019

SUPPORTING CHILDREN WITH MEDICAL CONDITIONS POLICY

AIMS

Chichester Free School is an inclusive community that aims to support and welcome students with medical conditions.

Chichester Free School aims to provide all students with all medical conditions the same opportunities as others at school.

POLICY STATEMENTS

- Chichester Free School recognises Section 100 of the Children and Families Act 2014 places a duty on the Governing Body to make arrangements for supporting students at their school with medical conditions.
- Chichester Free School's 'Supporting Students with Medical Conditions' Policy has been drawn up in consultation with a wide range of key stakeholders both within the school and health settings.
- All staff understand that many of the medical conditions affecting our students will affect quality of life and may be life threatening, particularly if poorly managed or misunderstood.
- This policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation.
- All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school.
- All staff understand and are trained in the school's general emergency procedures.
- Chichester Free School has clear guidance on the administration and storage of medication.
- Chichester Free School has clear guidance about record keeping.
- All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact medical conditions can have on students.
- Chichester Free School ensures that the whole school environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as educational, social and sporting activities.
- All staff show an understanding of how medical conditions impact on a student's ability to learn and seek to enhance their confidence and promote self-care.
- Chichester Free School understands the importance of all students taking part in sports, games and activities. Teachers and coaches will make appropriate adjustments to make physical activity accessible to all.
- The 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.



RESPONSIBILITIES

Collaborative working arrangements are in place to enable the stakeholders below to work in partnership to ensure that students' needs are met effectively.

Governing Body must

- Ensure arrangements are made to support students with medical conditions in school; including making sure that this policy is fully implemented.

Principal must

- Ensure that school's policy is developed and implemented with all stakeholders.
- Ensure that all staff are aware of the policy and understand their role in its implementation.
- Ensure that all appropriate staff are aware of a student's condition.
- Ensure that appropriate staff are trained to implement the policy and deliver against Individual Healthcare Plans, including in emergency situations.
- Ensure that school staff are appropriately insured to support students.
- Ensure that all educational visits are appropriately risk assessed and that the medical needs of students participating have been identified and provision is in place.

Head of Primary and Head of Secondary must

- Take responsibility for ensuring individual healthcare plans are devised in partnership with the school's Medical Officer, parents and, where appropriate, students.
- Consult the student, parents and the student's healthcare professional to ensure the effect of the student's medical condition on their schoolwork is properly considered.

School staff must

- Be prepared to be asked to support students with medical conditions, including administering medicines.
- Engage with training to achieve the necessary level of competency before taking responsibility to support students with medical conditions.
- Know what to do and respond accordingly when aware that a student with a medical condition needs help.
- Be 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 to be referred to the SEN Lead in Primary or Secondary, as appropriate.
- Brief supply teachers on a student's medical needs.

Designated School First Aider must

- Ensure medicines are kept securely with clear access.
- Log medical emergencies.
- Log medicines administered.
- Conduct interviews with teachers, students, parents and, where appropriate, medical professionals, to develop Individual Healthcare Plans and review plans as required.

Other healthcare professionals, including GPs and paediatricians, must

- Notify School Medical Officer when a child has been identified as having a medical condition that will require school support.
- Provide advice on developing Individual Healthcare Plans and support schools with particular conditions.

Parents must

- Notify school on enrolment and provide sufficient and up to date information about their child's medical needs.
- Engage in the development and review of their child's Individual Healthcare Plan.
- Carry out actions agreed in Individual Healthcare Plan, such as provide medicines and ensure they, or another nominated adult, are contactable at all times.

Students must

- 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.
- Endeavour to develop independence in managing their own medical needs where appropriate.

PROCEDURES AND PROCESSES

Staff training and support

- All Staff are aware of the most common serious medical conditions and what to do in an emergency. They are provided with training to support a student with medical needs:
 - During induction to the school
 - Through access to Individual Healthcare Plans
 - Via annual refresher updates from healthcare professionals
- Additionally, the school Medical Officer is appropriately trained and can provide advice and guidance to staff, parents and students.
- 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.
- Action for staff to take in an emergency for the common serious conditions at this school is displayed in the staff room and in the medical room.

- If a student needs to be taken to hospital, a member of staff will accompany him/her and will stay with him/her until a parent or carer arrives. A copy of the student's Individual Healthcare Plan will be available to the emergency care setting if requested and relevant.
- Training on common medical conditions occurs once a year. A log of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive training.

The student's role in managing his/her own medical needs

- Whenever it is reasonable, the school actively seeks that students take responsibility for managing their own medicines and procedures.
- Where this is not possible, the Medical Officer will help administer medicines and manage procedures and aid the student to develop greater independence.
- Whilst on school visits / trips, the protocol in the Individual Healthcare Plan will be adhered to.

Managing Medicines on School Premises

Administration of emergency medication

- Access to emergency medication is via the designated Medical Officer
- All students are encouraged to carry and administer their own emergency medication, when it has been determined that they are able to take responsibility for doing so. All students carry their emergency medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits. Spare medication is kept in the first aid room.
- All use of medication defined as a controlled drug, even if the student can administer the medication him/herself, is done under the supervision of staff.
- There is no legal duty for any member of staff to administer medication unless they have been specifically contracted to do so, though many are happy to take on the role. Staff may administer prescribed and non-prescribed medication to students under the age of 16 with the written consent of the student's parent.
- Training is given to all staff members who agree to administer medication to students, where specific training is needed. When suitably risk assessed, the school insurance provides full indemnity.
- 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.
- If a child's medication changes or is discontinued, or the dose or administration method changes, parents should notify the school immediately.



- If a student at this school refuses their medication, staff will record this and follow procedures. Parents are informed as soon as possible.
- Off-site visits are fully risk assessed and staff are made 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.
- If a student misuses medication, either their own or another student's, their parents are informed as soon as possible. These students are subject to the school's usual disciplinary procedures.

Storage of medication at school

Emergency Medication

- Most students at this School are not yet able to self-manage and carry their own emergency medication, they know where to access the emergency medication.

Non-Emergency Medication

All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Students with medical conditions know where their medication is stored and how to access it.

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

General

- Parents are encouraged to schedule their child's medication so that they don't need a dose during the school day. For example, a child who is on antibiotics to be taken three times a day can usually take all three doses outside school hours.
- Any requirement for a non-prescription medication to be administered during school hours for longer than 48 hours must be accompanied by a Doctor's note. In the absence of a Doctor's note the school may administer non-prescription medication for 48 hours; if following the administration symptoms have not begun to lessen the school will advise the parent to contact their Doctor. If symptoms have begun to alleviate, the medication can continue to be administered at home out of school hours. Under very exceptional circumstances where the continued administration of a non-prescribed medication is required to keep the pupil in school and this requirement has not been agreed by a medical professional the school will continue to administer medication at their own discretion.
- The Medical Officer ensures the correct storage of medication at school.
- All controlled drugs are kept in a locked cupboard, paying particular note to temperature, and only named staff have access, even if students normally administer the medication themselves.



- Three times a year the Medical Officer checks and logs the expiry dates for all medication stored at school.
- An up-to-date list of members of staff who have agreed to administer medication and have received the relevant training is kept in school.
- All emergency and non-emergency medication brought in to school must be clearly labelled wherever possible, in its original containers, with the student's name, the name and dose of the medication and the frequency of dose, expiry date and the prescriber's instructions. This includes all medication that students carry themselves.
- All refrigerated medication is clearly labelled. Refrigerators used for the storage of medication are located in the First Aid room.
- 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 parents' responsibility to ensure new and in date medication comes into school on the first day of the new academic year.
- An accurate record of each occasion an individual student is given or supervised taking medication is kept. Details of the supervising staff member, student, dose, date and time are recorded.

Safe Disposal

- School will dispose of out of date medication once parents have been informed.
- 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.
- If a sharps box is required for an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy, to school or to the student's parent.

Record Keeping

Enrolment

- Parents are asked if their child has any health conditions/issues on the admission form; this information is collated by School Office.

Individual Healthcare Plans

- The Individual Healthcare Plan records important details about individual student's medical needs at school, their triggers, signs, symptoms, medication and other treatment.

- Parents, healthcare professionals and students with a medical condition are asked to fill out the student's Individual Healthcare Plan together. Parents then return the completed forms to the school.
- This school ensures that a relevant member of school staff is also present, if required, to help draw up an Individual Healthcare Plan for students with complex healthcare or educational needs. A copy is sent to parents.

School Healthcare Plan Register

- Individual Healthcare Plans are used to create a centralised register of students with medical needs and are kept in the school's medical room. IHPs are also linked to each pupil's electronic SIMS file.
- Parents are regularly reminded to update their child's Individual Healthcare Plan if their child has a medical emergency, if there have been changes to their symptoms (getting better or worse), or when their medication and treatments change.
- Every student with an Individual Healthcare Plan at this school has their plan discussed and reviewed at least once a year.
- All staff have access to the Individual Healthcare Plans of students in their care.
- All staff are responsible for the protection of student confidentiality.
- Before sharing any medical information with any other party, permission is sought from parents.

Educational Visits / Education Off-Site

- Risk assessments are carried out by the school prior to any out-of-school visit and medical conditions are considered during this process. Factors considered 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.
- Parents are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight stay. This requests up-to-date information about the student's current medical condition and how it is to be managed whilst away.
- Staff on educational visits and out-of-school hours activities are fully briefed on students' individual medical needs. They will have access to the Individual Healthcare Plan and any necessary medication / medical equipment for the duration of the visit.
- For all residential visits, a member of staff is appointed as the designated first aid and the appropriate first aid equipment will be taken on the trip.
- Risk assessments are carried out before students undertake a work experience or off-site educational placement. It is the school's responsibility to ensure that the placement is suitable and accessible for a student with medical needs. Permission is sought from the student and their parents before any medical information is shared with an employer or other education provider.



Complaints

Should parents / students /stakeholders be dissatisfied with the support provided, they should discuss their concerns directly with school. If, for whatever reason, this does not resolve the issue, they may make a formal complaint via the school's complaints procedure (see Complaints Policy).

Glossary of Terms

Controlled Drug

Some prescription medicines are controlled under the Misuse of Drugs legislation. These medicines are called controlled medicines or controlled drugs; for example, morphine. Stricter legal controls apply to controlled drugs to prevent them being misused, obtained illegally or causing harm.

Links to additional information supporting CFS Policy on Medical Conditions:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/638267/supporting-pupils-at-school-with-medical-conditions.pdf

https://www.teachers.org.uk/files/administration-of-medicine1_0.doc