



CASTILION PRIMARY SCHOOL

Engage, Enthuse, Empower



Reviewed	Agreed by Staff	Review Date	Committee responsible for review
September 2020	September 2020	When necessary	Learning and Achievement

Policy for Meeting the Needs of Pupils with Medical Conditions

Castilion aims to welcome and support all pupils, including those with medical conditions, and to offer all pupils equal opportunities to learning.

Communication of the Medical Conditions Policy

Pupils will be informed and regularly reminded about the School's Medical Conditions Policy:

- + through the School Council
- + in the school newsletter at several intervals in the academic year
- + in Personal, Social and Health Education (PSHE) lessons and assemblies

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

- + by including a policy statement in the School's prospectus and signposting access to the Policy
- + at the start of each academic year when communication is sent out about Healthcare Plans
- + in the school newsletter at several intervals in the academic year
- + when their child is enrolled as a new pupil
- + via the School's website, throughout the year

Staff will be informed and regularly reminded about the Medical Conditions Policy:

- + during their Induction
- + at the first CPD meeting of the academic year and before Healthcare Plans are distributed to parents
- + at scheduled medical conditions training
- + the Policy being displayed in several prominent staff areas at this School
- + Supply and temporary staff to be informed of the Policy and their responsibilities via the School's Welcome Pack

The School Nursing Team will be informed about the School's Medical Conditions Policy by email, accompanied with an electronic copy of the Policy, at the start of each academic year

Castilion will use Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.

Action to take in a general medical emergency will be displayed in prominent locations for staff. These will include classrooms, dining hall, School Office and staff room. Action for staff to take in an emergency arising from common serious conditions* that may affect pupils at Castilion will also be displayed in these locations.

Training

Training for all staff will be refreshed at least once per academic year, or more frequently if required.

Staff are expected to fulfil their duty of care to pupils in the event of an emergency. In an emergency, all school staff are required under the common law 'duty of care' to act like any 'reasonable parent' would. This may include administering medication.

Common Medical Conditions

Staff will be trained how to recognise and respond to the most common and serious medical conditions that may affect pupils at Castilion.

Training will be given to all staff members who agree to administer medication to pupils, where specific training is needed.

General Emergency Procedures

All staff must 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.

If a pupil needs to be taken to hospital by ambulance, a member of staff must accompany them and remain with them until their a parent arrives.

Administration of medication at School

Administration - Emergency medication

All pupils at Castilion with medical conditions must have safe but speedy access to their emergency medication.

Older pupils may be encouraged to carry and administer their own emergency medication, when their parents and health specialists determine they are able to start taking responsibility for their condition. If they are controlled drugs as defined in the Misuse of Drugs Act 1971, these must be kept securely by the School. This is also the arrangement on any off-site or residential visits.

Pupils who do not carry and administer their own emergency medication must know where their medication is stored and how to access it and be informed of the arrangements for a member of staff to supervise and/or assist them taking their medication safely.

Administration – General medication

All use of medication, even if the pupil can administer the medication themselves, must be done under the supervision of a named member of staff at this School.

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. Therefore, several members of staff must be specifically contracted in this capacity.

Other members of staff who are willing to take on the role of administering medication voluntarily, and where no specific training is necessary, may do so (provided the written consent of the pupil's parent has been obtained and it has been authorised by a named member of staff).

Parents will be informed of their duty to notify the School immediately if their child's medication changes or is discontinued, or the dose or administration method changes.

If a pupil refuses their medication, staff must record this and parents must be informed as soon as possible.

All staff attending off-site visits must be aware of any pupils with medical conditions on the visit. They must seek information about the type(s) of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.

If a trained member of staff, who is usually responsible for administering medication, is not available, Castilion must make alternative arrangements to provide the service. This must be identified in the risk assessment for

off-site activities.

Safe storage of medication

Emergency medication

Emergency medication must readily available to pupils who require it at all times during the school day and/or during off-site or after-school activities.

If the School, parents and healthcare professionals agree that a pupil is able and responsible enough to carry their own medication, they may do so. Such pupils must carry their emergency medication on them at all times and be advised how to keep their own emergency medication securely.

Pupils, who the School, parents and healthcare professionals advise that the pupil is not yet able or responsible enough to self manage and carry their own emergency medication, know exactly where and how to access their emergency medication.

Safe storage - Emergency medication

All non-emergency medication must be kept in a secure place, in a marked and locked cupboard (in a cool, dry place). Pupils with medical conditions must know where their medication is stored and how to access it.

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

Safe storage – General

A named member of staff must ensure the correct storage of medication at School (Kate Fryer).

All medicines (unless carried by the pupil themselves) will be kept in a locked cupboard, even if pupils normally administer the medication themselves.

Three times a year, the named member of staff must check the expiry dates for all medication stored at school.

The name member of staff, along with the parents of pupils with medical conditions, must ensure that all emergency and non-emergency medication brought in to School is clearly labelled with the pupil's name, the name and dose of the medication and the frequency of dose. This includes medication that pupils carry themselves.

All medication must be supplied and stored, wherever possible, in its original packaging. All medication must be 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 must be stored in accordance with instructions, paying particular note to temperature.

Some medication for pupils may need to be refrigerated. Such medication must be stored in an airtight container and be clearly labelled. Refrigerators used for the storage of medication must be in a secure area, inaccessible to unsupervised pupils or lockable, as appropriate.

It will be the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

All medication must be collected by parents at the end of the academic year.

Safe disposal

Parents will be asked to collect and safely dispose of out-of-date medication.

If parents do not pick up out-of-date medication, or at the end of the end of the academic year, medication will be taken to a local pharmacy for safe disposal.

A named member of staff (Kate Fryer) will be responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check will be carried out at least three times per year and must be documented.

Sharps boxes must be used for the safe disposal of needles. Parents must obtain sharps boxes from the pupil's GP (or hospital) on prescription. All sharps boxes will be 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 needed on an off-site or residential visit, a named member of staff must be responsible for its safe storage and return to the School, the pupil's parent or to a local pharmacy.

Collection and safe disposal of sharps boxes will be arranged with the local authority's environmental services.

Record keeping

Parents of pupils at Castilion must be asked if their child has any known medical conditions prior to admission.

Healthcare Plans

Castilion will use a Healthcare Plan to record important details about individual pupils' medical needs at school, their triggers, signs, symptoms, medication and other treatments.

The Healthcare Plan, accompanied by an explanation of why and how it is to be used, will be sent to all parents of pupils with a known medical condition. This will be sent at the start of each academic year, in-year admission and/or when a diagnosis is first communicated to the school.

If a pupil has a short-term medical condition that requires medication during school hours, a medication form must be completed by the pupil's parents.

The pupil with a medical need, parent(s), class teacher and/or a member of the Senior Leadership Team, will complete the pupil's Healthcare Plan together. A member of the School Nursing Team (and specialist healthcare professional if deemed necessary) must approve and agree the Healthcare Plan as soon as practicable to do so.

School Healthcare Plan Register

Healthcare Plans will be used to create a centralised register of pupils with medical needs. A named member of staff (Kate Fryer) will have responsibility for the register at this School.

The named member of staff will check, and obtain any further information needed, before agreeing a pupil's Healthcare Plan.

Ongoing communication and review of Healthcare Plans

Parents will be 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 (getting better or worse) and/or their medication or treatment changes.

Every pupil with a Healthcare Plan at Castilion will have their plan discussed and reviewed at least once a year.

Storage and access to Healthcare Plans

Parents and pupils at Castilion will be provided with a copy of the pupil's current agreed Healthcare Plan.

A central copy of each Healthcare Plan must be kept in a secure central location at school (School Office)

Apart from the central copy, relevant members of staff (agreed by the School, parent and pupil) will securely hold a copy of each pupil's Healthcare Plans. These copies must be updated at the same time as the central copy.

Castilion staff must protect pupil confidentiality.

Castilion will seek 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.

Use of Healthcare Plans

Healthcare Plans are used by this school to:

- + inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care
- + remind pupils with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times
- + identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies. Castilion uses 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 healthcare 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.

Consent to administer medicines

If a pupil requires regular prescribed or non-prescribed medication at school, parents will be asked to give 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 must be completed by parents for pupils taking short courses of medication.

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

If a pupil requires regular/daily help in administering their medication then the school outlines the school's agreement to administer this medication on the pupil's Healthcare Plan. The School and parents keep a copy of this agreement.

Parents of pupils with medical conditions at this school are all asked at the start of the school year on the Healthcare Plan if they and their child's healthcare professional believe the child is able to manage, carry and administer their own emergency medication.

Residential visits

All parents must complete and return a Residential Visit Form before their child leaves for an overnight or extended day visit. This includes information about medication not normally taken during school hours. It also requests up-to-date information about the pupil's current medical condition(s), if any, to enable staff to manage these conditions while they are away, including details of medication and dose to be administered at different times of the day.

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

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.

Other record keeping

Castilion will keep an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and time must be recorded.

If a pupil refuses to have their medication administered as agreed, this must also be recorded and parents must be informed as soon as possible.

A record of the medical condition training will be kept by the School and reviewed every 12 months to ensure all new staff receive adequate training.

All school staff who volunteer or who are contracted to administer medication will be provided with training by a healthcare professional. The school will keep a register of staff who have had the relevant training.

This School will keep an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

Physical environment

Participation in physical and other activity

Castilion is committed to providing a physical environment that is accessible to all pupils, including those with medical conditions.

This commitment includes off-site visits. This means that on some occasions, activities or locations may need to be changed if not meeting this criteria.

All pupils, including those with medical conditions should be able to participate fully in all aspects of the curriculum. Any appropriate adjustments should be made and/or extra support provided at School to allow equal access to all activities, including those taking place off-site and/or after school hours.

Castilion must consider the needs of each pupil with a known medical condition to ensure their involvement in school life, including socialising in the playground at break times.

All pupils will be expected to take part in PE lessons, as far as any medical condition will permit. However, pupils should not be forced to take part in a physical activity if they feel unwell.

If a pupil is missing a lot of time at School, they have limited concentration or are frequently tired, teachers should consider if this may be related to a medical condition.

Pupils with a known medical conditions who are finding it difficult to keep up with their peers should be referred to the SEN Coordinator.

The SEN Coordinator will then consult with the pupil, parent(s), School Nursing Team and/or other healthcare professionals to ensure the effect of the pupil's condition on their schoolwork is properly considered and managed as effectively as possible.

Lessons about common medical conditions will be incorporated into PSHE lessons and assemblies and other parts of the curriculum at Castilion. Pupils should learn about what to do in the event of a medical emergency.

Residential visits

Risk assessments are carried out by the school prior to any off-site visit and medical conditions are considered during this process. Factors that must be considered 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.

Reducing medical emergencies

Castilion is committed to reducing the likelihood of medical emergencies by identifying and reducing (or eliminating) likely triggers both at School and during off-site visits.

Staff training on medical conditions will include guidance on how to avoid and reduce exposure to common triggers for known medical conditions.

Castilion will maintain a list of likely triggers for the common medical conditions for pupils at this School. The School will actively work towards reducing or eliminating these.

Castilion uses Healthcare Plans to identify individual pupils who are sensitive to particular triggers. The school has a detailed action plan to ensure these individual pupils remain safe during all lessons and activities throughout the school day.

Full health and safety risk assessments are carried out on all off-site visits before they are approved, taking into account the needs of pupils with medical conditions.

The School will reviews any medical emergencies and incidents to see how they could have been avoided. Appropriate changes to this Policy are implemented after each review.

Specific responsibilities

The Governing Body

The Governing Body has a responsibility to:

- + ensure the health and safety of employees, pupils and anyone else on the School premises. This responsibility extends to those staff, volunteers and pupils engaged in School related activity off-site, such as educational visits
- + ensure health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions
- + ensure the School's Medical Conditions Policy is regularly monitored, evaluated and updated
- + provide indemnity for staff who volunteer to administer medication to pupils with medical conditions, via the local authority

Headteacher

This Headteacher has a responsibility to:

- + ensure the school is inclusive and welcoming and that the Medical Conditions Policy is in line with local and statutory guidance
- + ensure the Policy is put into action and communicated to all
- + 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
- + ensure all supply teachers and new staff know the Medical Conditions Policy
- + name a member of staff to check the expiry date of medicines kept at School and maintain the school Medical Conditions Register

Staff

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 the event of emergency
- + be familiar with 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
- + ensure pupils who carry their medication with them have it when they go on a school visit or out of the classroom
- + consider the impact that common medical conditions may have on pupils in School
- + ensure pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in and are not forced to take part in activities if they feel unwell
- + use opportunities such as PSHE lessons and other aspects of the curriculum to raise pupil awareness about medical conditions.

School Nursing Team

The School Nursing Team has a responsibility to:

- + 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.

Special Educational Needs Coordinator

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

The Safeguarding Coordinator

The Safeguarding Coordinator has the responsibility to:

- + review and update the School's Medical Conditions Policy annually (or more often if required)
- + review medical emergencies and incidents to assess action can be taken to reduce if a similar emergency or incident could
- + know which pupils have a medical condition
- + ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.

Pupils

The pupils at this school have a responsibility to:

- + treat other pupils 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 pupil is feeling unwell
- + let any pupil 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 parent(s) of a pupil with a medical condition 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 off-site visits or after hours activities
- + tell the school about any changes to their child's medication and dosage
- + 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
- + ensure their child has regular reviews about their condition with their GP or specialist healthcare professional
- + ensure their child has a written care/self-management plan from their GP or specialist healthcare professional to help their child manage their condition.

Consultation and Review

The School's Governing Body will consult in the development and review of this Policy, including the following:

- + parents of pupils with medical conditions
- + pupils themselves
- + the School Nursing Team
- + the Safeguarding Coordinator
- + the Special Educational Needs Coordinator
- + other staff
- + other healthcare professionals, should particular expertise be needed

* The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.

Signed: Head Teacher

Date:

Signed: Chair of Governors

Date: