

# Aragon Primary School



## Supporting Pupils in Schools with Medical Conditions September 2022

### Policy statement

- This school is an inclusive community that aims to support and welcome pupils with medical conditions.
- This school aims to provide all pupils with medical conditions the same opportunities as others at school.

### We will help to ensure they can:

- The school ensures all staff understand their duty of care to children and young people in the event of an emergency.
- All staff feel confident in knowing what to do in an emergency.
- All staff understand that medical conditions should not be a barrier to learning.

## Policy framework

1. This school is an inclusive community that aims to support and welcome pupils with medical conditions.
2. This school's medical conditions policy is drawn up in consultation with a wide-range of local key stakeholders within both the school and health settings.
3. All relevant staff understand and are trained annually in what to do in an emergency for the most common serious medical conditions at this school.
4. All staff understand and are trained in the school's general emergency procedures.
5. This school has clear guidance on the administration of medication at school.
6. This school has clear guidance on the storage of medication at school.
7. This school has clear guidance about record keeping.
8. This school ensures that the whole school environment is inclusive and favorable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.
9. This school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks.
10. Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.
11. The medical conditions policy is regularly reviewed, evaluated and updated every two years or as necessary.

\* The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority in the case of a LAC.

## **Policy guidelines**

- 1. Aragon Primary School's Medical Conditions Policy has been drawn up in consultation with a range of local key stakeholders within both the school and health settings and has been adapted to suit the needs of Aragon Primary School.**

a. This school has consulted 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:

- pupils with medical conditions
- parents
- school nurse
- head teacher
- teachers
- special educational needs coordinator
- pastoral care/welfare officer
- members of staff trained in first aid
- all other school staff
- the school governors
- The Willow Learning Trust.

- 2. This policy is supported by a clear communication plan for staff, parents, governors and the school nurse and other relevant agencies**

a. Children are encouraged to take responsibility for their respective medical conditions where appropriate and under the necessary supervision.

b. Parents are informed and regularly reminded about the medical health care plans.

Parents are reminded in newsletters to update and advise staff regarding children's medical needs/allergies etc. at the start of each new term.

c. School staff are informed and reminded about the medical conditions of relevant children:

- at scheduled medical conditions training
- at scheduled meetings and via Medical Tracker
- all supply and temporary staff are informed of the medical needs of the relevant children and their responsibilities.

d. The school nurse and other relevant professionals are informed and reminded where appropriate about children with medical needs.

e. Governors to agree the policy and regularly review it every 2 years or as necessary.

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

- a. Staff at this school are aware of the most common serious medical conditions at this school.
- b. Staff at this school 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. Staff who work with groups of pupils at this school 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 or as necessary.
- e. Action for staff to take in an emergency for the common serious conditions at this school is displayed in prominent locations for all staff including classrooms, kitchens and the staff room\*.
- f. This school uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help via Medical Tracker.
- g. This school has procedures in place so that a copy from Medical Tracker of the pupil's Healthcare Plan is sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital in a timely manner.

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

- a. 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.
- b. All new staff and supply staff are inducted into the Medical Tracker process.

- c. Action to take in a general medical emergency is displayed in prominent locations for staff. These include classrooms, the staff room, food preparation areas and sporting facilities.
- d. If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The school tries to ensure that the staff member will be one the pupil knows.
- e. Staff should not take pupils to hospital in their own car. This school has clear guidance from the Willow Learning Trust on when (and if) this is appropriate.

## **5. Aragon Primary School has clear guidance on the administration of medication at school**

### **Administration – emergency medication**

- a. All pupils at this school with medical conditions have easy access to their emergency medication. Each Class will have medication accessible in each classroom stored in a secure labelled box and the box will follow the class.
- b. All pupils are encouraged to carry and administer their own emergency medication, when their parents and health specialists determine when they are able to start taking responsibility for their condition. All pupils 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.
- c. Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it.
- d. Pupils who do not carry and administer their own emergency medication understand the arrangements for a member of staff (and a reserve qualified first aid member of staff) to assist in helping them take their medication safely.

### **Administration – general**

- e. All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of a named member of staff at this school.
- f. The school understands the importance of medication being taken as prescribed.
- g. All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking

medication unless they have been specifically contracted to do so.

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

**i.** 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.

**j.** In some circumstances medication may only be administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult.

**k.** Parents at this school understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.

**l.** If a pupil at this school refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible via Medical Tracker.

**m.** All staff attending off-site visits are aware of any pupils 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. Information to be printed from Medical Tracker before any off-site visit and all staff/adults involved are briefed about the relevant medical condition and treatment.

**n.** 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.

**o.** If a pupil misuses medication, either their own or another pupil's, their parents are informed as soon as possible. These pupils are subject to the school's usual disciplinary/safeguarding procedures.

## **6. Aragon Primary School has clear guidance on the storage of medication at school**

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

**a.** Emergency medication is readily available in a designated medical container in each classroom for relevant pupils. Pupils who require this medication should have access 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 in an agreed place, not on a member of staff. The controlled drug cabinet is situated in the medical room.

**b.** Most pupils at this school carry their emergency medication on them at all

times. Pupils keep their own emergency medication securely.

**c.** Pupils at this school are reminded to carry their emergency medication with them.

**d.** Pupils, whose 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, know exactly where to access their emergency medication.

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

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

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

### **Safe storage – general**

**g.** There are identified members of staff who ensures the correct storage of medication at school.

**h.** All controlled drugs are kept in a locked cupboard and only named staff have access, even if pupils normally administer the medication themselves.

**i.** Expiry dates for all medication are registered on Medical Tracker and parents are notified via Medical Tracker in advance, at least four weeks, prior to the expiry date.

**j.** The identified members of staff, along with the parents of pupils with medical conditions, ensure that all emergency and non-emergency medication brought into school is clearly labeled with the pupil's name, the name and dose of the medication and the frequency of dose. This includes all medication that pupils carry themselves.

**k.** All medication is supplied and stored, in its original containers where possible. 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.

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

**m.** Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. The refrigerator used for the storage of medication is situated in a secure area in the medical room, inaccessible to unsupervised pupils or

lockable as appropriate.

**n.** All medication is sent home with pupils at the end of each term. Medication is not stored in a school holiday of two weeks or more.

**o.** 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**

**p.** Parents at this school are asked to collect out-of-date medication.

**q.** Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or paediatrician on prescription however in certain circumstances the school may be required to purchase the sharps boxes.

**r** 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.

**s.** If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to school or the pupil's parent.

**t.** The disposal of sharps boxes is dealt with appropriately and when a sharps box is two thirds full it is tightly locked and either returned to the parent / carer or in certain circumstances via the school clinical waste disposal service.

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

### **Questionnaire**

**a.** A questionnaire will be sent to parents prior to the child joining the school, at the start of each year or as necessary. The questionnaire requires parents to complete any medical information about their child.

### **Medical Healthcare Plans**

#### **Use of Medical Healthcare Plans**

Medical Healthcare Plans are used by this school to:

The plan is designed to help the school to effectively support pupils with medical conditions in accessing the curriculum and wider school life.

They should be developed in the context of assessing and managing risks to the Childs' education, health and social well-being and to minimise time out



of school/ learning. Where the child has a special education need this medical health care plan should be attached to the EHC Plan.

Where a child is absent for over 15 days due to illness, the school will consider reviewing or setting up a medical health care plan with School Nursing service or any other health professional involved. 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 medical health care plan review decides that the pupil cannot attend school on medical grounds a referral will be made to the Local Authority Medical Provision for consideration.

### **Drawing up a Medical Healthcare Plan**

- b. This school uses a Medical 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 Medical Healthcare Plan if required. **See Template B**
- c. If a pupil has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent to the pupil's parents to complete. **See Template C**
- d. If a pupil has a longer-term medical condition the school, the healthcare professional, parent and pupil with a medical condition (if appropriate), are asked to fill out the pupil's Medical Healthcare Plan together. **Templates B/C/D**

### **School Healthcare Plan Register**

- e. Healthcare Plans are used to create a centralised register of pupils with medical needs all recorded in SIMs. This information migrates to Medical Tracker which is refreshed every 24 hours. Two identified members of staff are responsibility for the register at this school.
- f. The responsible member of staff follows up with the parents any further details on a pupil's Medical Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

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

- g. Parents at this school are regularly reminded to update their child's Medical Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change.
- h. Every pupil with a Medical Healthcare Plan at this school has their plan discussed and reviewed at least once a year and more regularly if needed.

i. Governors are informed termly, if necessary, otherwise annually, of any key issues emerging from the plans.

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

j. Parents and pupils at this school are provided with a copy of the pupil's current agreed Medical Healthcare Plan (paper copy or via Medical Tracker).

k. Medical Healthcare Plans are kept in a secure central location at the school as well as an online copy on Medical Tracker. A copy of the medical healthcare plans is also kept in the classrooms with class teachers.

l. Apart from the central copies, specified members of staff (agreed by the pupil and parents) securely have agreed access to pupils' Medical Healthcare Plans via Medical Tracker.

m. All members of staff who work with groups of pupils have access to the Medical Healthcare Plans of pupils in their care via Medical Tracker.

n. 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 Medical Healthcare Plans of pupils in their care via Medical Tracker.

o. This school ensures that all staff protect pupil confidentiality.

p. This school seeks permission from parents to allow a copy Medical 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 Medical Healthcare Plan.

### **Consent to administer medicines**

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

### **Residential visits and School Trips**

r. Parents are advised of the need to update medical healthcare plans before residential visits and school trips. This provides essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours.

s. All medical health care plans are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required.

t. 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.

u. 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.

### **Other record keeping**

v. This school keeps 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 are recorded. If a pupil refuses to have medication administered, this is also recorded and parents are informed as soon as possible. **See Template E**

w. 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 that have had the relevant training. **See Template F**

## **8. This school 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. This school is committed to providing a physical environment that is accessible to pupils with medical conditions; this includes school trips and journeys.

### **Social interactions**

b. This school ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.

c. 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 discos, breakfast club, school productions, after school clubs and residential visits.

**d.** All staff at this school are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.

**e.** Staff may use opportunities such as Personal, Social and Health Education (PSHE) and Relationship and Sex Education (RSE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

### **Exercise and physical activity**

**f.** This school understands the importance of all pupils taking part in sports, games and activities.

**g.** This school ensures all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.

**h.** This school ensures all classroom teachers, PE teachers and sports coaches understand that pupils should not be forced to take part in an activity if they feel unwell.

**i.** 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.

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

**k.** This school ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.

**l.** This school ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

### **Education and learning**

**m.** This school ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.

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

**o.** Teachers at this school are aware of the potential for pupils with medical conditions to have special educational needs (SEND). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred

to the SEND coordinator. The school's SEND coordinator consults the pupil, parents and the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.

### **Residential visits**

q. Risk assessments are carried out by this school prior to any out-of-school visit and medical conditions are considered during this process. Factors this school considers 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.

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

## **9. 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 (refer to Asthma Policy)**

a. This school uses Medical Healthcare Plans to identify individual pupils who are sensitive to particular triggers.

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

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

a. This 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 pupils to ensure the policy is planned, implemented and maintained successfully.

b. The following roles and responsibilities are used for the medical conditions policy at this school. These roles are understood and communicated regularly.

### **Governors**

This schools Governing Body ensures that arrangements are in place to support pupils with medical conditions in school. This includes making sure that the policy for supporting pupils with medical conditions in school is developed and implemented; that a pupil with medical conditions is supported to enable their fullest participation possible in all aspects of school life; and that sufficient staff have received suitable training before they take on responsibility to support children with medical conditions.

### **Headteacher**

#### **This school's Headteacher in conjunction with the Inclusion Coordinator 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, 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 pupils' Medical 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
- 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 every two years, with input from pupils, parents, staff and governors
- update the policy at least every two years or necessary 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 relevant school staff where applicable at this school**

#### **Where applicable, all relevant staff at this 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 pupils in their care have a medical condition and be familiar with the content of the pupil's Medical 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
- be aware of pupils 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 pupils (pupils should not be forced to take part in any activity if they feel unwell)
- ensure all 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 during any exercise and are allowed to take it when needed.

### **Teaching staff**

#### **Teachers at this school have a responsibility to:**

- ensure pupils who have been unwell catch up on missed school work
- be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it
- liaise with parents, the pupil's healthcare professionals, special educational needs coordinator and pastoral care lead if a child is falling behind with their work because of their condition
- use opportunities such as PSHE/RSE and other areas of the curriculum to raise pupil awareness about medical conditions.

### **School nurse or school healthcare professional**

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

They will seek consent from the parent - or young person over 13, as relevant.

#### **Initiate and update medical healthcare plans regularly and as necessary**

#### **Inform the school of pupils in need for a medical healthcare plan**

- help update the school's medical conditions policy including recommending training

- help provide regular training for school staff in managing the most common medical conditions at school and advising training on less common conditions
- collate relevant health information to support pupil, family and school to inform the medical healthcare plan.
- provide information about where the school can access other specialist training.

To ensure medical healthcare plans are designed to maximise attendance at school and engagement with learning, including effective reintegration to schools.

### **First aider**

#### **First aiders at this 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.

Healthcare professionals may participate in the completion of a medical healthcare plan where relevant.

The DfE guidance 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 processes.

#### **"Unacceptable practice:**

- 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;
- if the child becomes ill, send them 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 pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;



- 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; or
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips

**This policy should be read with [the Supporting Children with Medical Conditions Templates September 2022](#)**

**The school's medical condition policy is reviewed, evaluated and updated every 2 years in line with the school's policy review timeline or sooner according to updated DfE and DoH guidance.**

**Policy Reviewed**

September 2022

**Policy approved by the Governing Body**

September 2022

**Policy for Review**

September 2024 or sooner if necessary

**Associated Policies**

Asthma Policy September 2022

Intimate Care Policy May 2022

Health and Safety Policy February 2022 updated September 2022

Data Protection Policy WLT May 2022