



## The Holme Church of England Primary School An Academy in The Good Shepherd Trust

The Good Shepherd Trust, Larch Ave, Guildford, Surrey, GU1 1JY  
Tel: 01483 910210 Mob: 07899 987027



### Medical Conditions in School Policy

Date	Review Date	Coordinator	Responsible Body
September 2023	September 2024	Headteacher	The Good Shepherd Trust

#### POLICY STATEMENT

**1. This school has a Christian ethos of inclusivity that aims to support and welcome pupils with medical conditions, allowing them to be included in all our activities.**

- a. This school aims to provide all children with all 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
- b. Pupils with medical conditions are encouraged to take control of their condition. Pupils feel confident in the support they receive from the school to help them do this.
- c. Parents\* of pupils with medical conditions feel secure in the care their children receive at this school.
- d. The school ensures all staff understand their duty of care to children and young people in the event of an emergency and that they feel confident in knowing what to do in an emergency.
- e. This school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
- f. All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact this can have on pupils.
- g. The medical conditions policy is understood and supported by the whole school and local health community.

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

**2. This Medical Conditions Policy has been drawn up in consultation with a wide range of local key stakeholders within both the school and health settings, including pupils, parents, staff, governors and the Good Shepherd Trust.**

**3. This Medical Conditions Policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation.**

- a. Pupils are informed and regularly reminded about this policy through PSHE classes, assemblies and circle time.
- b. Parents are informed and regularly reminded about this policy through the school prospectus, website, start-of-the-school-year communications and when their child joins the school as a new pupil.
- c. School staff are informed and regularly reminded about this policy through copies on Shared Server and on the staffroom noticeboard, scheduled health & safety and medical training sessions, the staff handbook, information given to

supply teachers.

d. Relevant local health staff are informed and regularly reminded about this policy through communication about results of the monitoring and evaluation of the policy.

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

a. 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.

b. All 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 both with and without medical conditions. This training is refreshed for all staff at least once a year.

c. Action for staff to take in an emergency is displayed in prominent locations for all staff including classrooms, kitchens and the staff room\*.

d. 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.

e. This school has procedures in place so that a copy 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 as soon as possible.

e. 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.

f. Generally, staff should not take pupils to hospital in their own car. However, should this be necessary, a second member of staff will accompany the child.

**5. The 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**.

b. All pupils are 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. 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. They understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their medication safely.

**Administration – general**

a. 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.

b. This school understands the importance of medication being taken as prescribed. It is our general policy not to take responsibility for the administration of non-prescribed medicines, as this responsibility rests with the parents. Children under 16 years old are never to be administered aspirin or medicines containing Ibuprofen unless prescribed by a doctor. Responsibility for decision-making about the administration of all non-prescribed medicines will always be at the discretion of the responsible manager who may decide to administer under certain miscellaneous or exceptional circumstances.

c. 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.

- d. Many members of staff are happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to pupils under the age of 16, but only with the written consent of the pupil's parent.
- e. 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.
- f. 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.
- g. In some circumstances medication is only administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult.
- h. 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.
- i. If a pupil at this school refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.
- j. If a pupil at this school needs supervision or access to medication during home to school transport organised by the local authority, properly trained escorts are provided. All drivers and escorts have the same training as school staff, know what to do in a medical emergency and are aware of any pupils in their care who have specific needs. If they are expected to supervise or administer emergency medication they are properly trained and have access to the relevant Healthcare Plans.
- k. 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.
- l. 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.
- m. 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 procedures.

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

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

- a. Emergency medication is readily available to 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. Pupils are encouraged to take responsibility for their own medical needs. They know where their emergency medication is kept and how to access it.
- c. Pupils who are old enough and able to do so, are reminded to carry their emergency medication with them for off-site visits and lessons that take place away from the usual classroom.

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

- a. All non-emergency medication is kept securely in the school office. Pupils 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.
- b. Three times a year the identified member of staff checks the expiry dates for all medication stored at school.
- c. The identified member of staff, along with the parents of pupils with medical conditions, ensures 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. This includes all medication that pupils carry themselves.

d. All medication is supplied and stored, wherever possible, in its original containers and in accordance with instructions, paying particular note to temperature.. All medication is labeled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.

e. Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labeled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised pupils or lockable as appropriate.

f. All medication is sent home with pupils at the end of the school year. Medication is not stored in summer holidays. It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

## **7. Safe disposal**

a. Parents at this school are asked to collect out-of-date medication. If parents do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.

b. A named member of staff is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least three times a year and is always documented.

c. 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.

d. 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 a local pharmacy or to school or the pupil's parent.

e. 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**

Parents at this school are asked if their child has any health conditions or health issues on the enrolment 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**

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. 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. The parents, healthcare professional and pupil with a medical condition, are asked to fill out the pupil's Healthcare Plan together. Parents then return these completed forms to the school. 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. The Plan is sent: at the start of the school year, at enrolment or when first a diagnosis is communicated to the school. (See Appendix 1 – Form 1)

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 Appendix 1 – Form 2)

Healthcare Plans are used to create a centralised register of pupils with medical needs. An identified member of staff has responsibility for the register at this school. (See Appendix 1 – Form 3)

Parents 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 (getting better or worse), or their medication and treatments change. Staff use opportunities such as teacher–parent interviews and home–school diaries to check that information held by the school on a pupil's condition is accurate and up to date. Every pupil with a Healthcare Plan at this school has their plan discussed and reviewed at least once a year.

Parents and pupils at this school are provided with a copy of the pupil's current agreed Healthcare Plan. Healthcare

Plans are kept securely in the school office. Apart from the central copy, specified members of staff (agreed by the pupil and parents) securely hold copies of pupils' Healthcare Plans. These copies are updated at the same time as the central copy. All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care. 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. This school ensures that all staff protect pupil confidentiality. This school seeks permission from parents to allow the Healthcare Plan to be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day. This permission is included on the Healthcare Plan.

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. This school 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**

- a. 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.
- b. 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.
- c. 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.
- d. 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**

- a. 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 supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours.
- b. 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.
- c. 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.
- d. The residential visit form also details what medication and what dosage the pupil currently is taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away.

### **Other record keeping**

- a. 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 Appendix 1 – Form 1a and 2a)
- b. This school holds training on common medical conditions regularly. All staff attending receive a certificate confirming the type of training they have had. A log of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive training.

**9. 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 and off-site visits.**

**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.**

### **Role of Employer**

This school's employer 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 the medical conditions 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

### **Role of Headteacher**

This school's headteacher 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, and maintained, with good communication of the policy 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
- 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 pupils, parents, staff and external stakeholders
- update the policy at least once a year 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.

### **Role of all Staff**

All 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
- know which pupils in their care have a medical condition and be familiar with their Healthcare Plans, allowing 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.

### **Role of 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 welfare officers if a child is falling behind with their work because of their condition
- use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions.

### **Role of School Nurse**

The school nurse at this school 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.

### **Role of SENDCo**

Special educational needs coordinators at this school have 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
- ensure pupils who have been unwell catch up on missed schoolwork
- ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or course work.

## **Role of Doctors and Healthcare Professionals**

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

- complete the pupil's Healthcare Plans provided by parents
- where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours
- offer every child or young person (and their parents) a written care/self-management plan to ensure children and young people know how to self-manage their condition
- ensure the child or young person knows how to take their medication effectively
- ensure children and young people have regular reviews of their condition and their medication
- provide the school with information and advice regarding individual children and young people with medical conditions (with the consent of the pupil and their parents)
- understand and provide input in to the school's medical conditions policy.

## **Role of Emergency Services**

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
- understand and provide input in to the school's medical conditions policy

## **Role of Pupils**

The pupils 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.

## **Role of Parents\***

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 school of any medication their child requires while taking part in visits, outings and out-of-school activities
- tell the school about any changes to their child's medication, what they take, when, and how much
- inform the school of any changes to their child's condition
- ensure their child's medication and medical devices are labeled with their child's full name
- provide the school with appropriate spare medication labeled with their child's name
- ensure that their child's medication is within expiry dates
- keep their child at home if they are not well enough to attend school
- ensure their child catches up on any school work they have missed



- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their own condition.

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

## **12. The medical conditions policy is reviewed evaluated and updated at least annually.**

- a. This version of our Medical Condition policy was reviewed, evaluated and updated in light of the December 2015 Supporting Pupils at School with Medical Conditions DfE guidance document and supporting documentation.  
(<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>)

## **MONITORING THE EFFECTIVENESS OF THIS POLICY**

This policy will be reviewed annually by the Health and Safety committee, or sooner if an incident of significance occurs.

Headteacher:	Sarah Stevenson	Date:	September 2023
Chair of Local Governing Committee:	Alex Kemp	Date:	September 2023