

Sidestrand Hall School

Supporting Pupils at School with Medical Conditions Policy



Introduction

The Children and Families Act 2014 includes a duty for schools to support children with medical conditions. Where children have a disability, the requirements of the Equality Act 2010 will also apply. Where children have an identified special need, the SEN Code of Practice will also apply. All children have a right to access the full curriculum, adapted to their medical needs and to receive the on-going support, medicines or care that they require at school to help them manage their condition and keep them well. At Sidestrand Hall School we recognise that medical conditions may impact on social and emotional development as well as having educational implications. Sidestrand Hall School will build relationships with healthcare professionals and other agencies and in order to support effectively pupils with medical condition.

Roles and Responsibilities

The Named Persons responsible for children with medical conditions are the SENCO and the Lead Senior Designated Professional for Safeguarding. The SENCO is responsible for informing relevant staff of medical conditions. With the Head of Child Care arranging training for identified staff. The Lead Senior Designated Professional for Safeguarding will support the school Educational Visits Coordinator in assisting teaching staff with risk assessments for school visits and residential activities. The SENCO and Lead Senior Designated Professional for Safeguarding will develop, monitor and review Individual Healthcare Plans, working together with parents, pupils, healthcare professionals and other agencies.

The Headteacher is responsible for overseeing the management and provision of support for children with medical conditions. Ensuring that sufficient trained numbers of staff are available to implement the policy and deliver individual healthcare plans, including to cover absence and staff turnover. Ensuring that school staff are appropriately insured and are aware that they are insured.

Teachers and Support Staff are responsible for the day to day management of the medical conditions of children they work with, in line with training received and as set out in IHPS.

The school nurse is responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible this should be done before the child admission at our school. Providing support for staff on implementing a child's individual healthcare plan and providing advice and liaison including with regard to training.

Governing Body

The Governing Body is responsible for the school's policy and ensuring that arrangements are in place to support children with medical conditions. The Governing Body is legally responsible and accountable for fulfilling their statutory duty.

- The Governing Body must ensure that arrangements are in place to support pupils with medical conditions. In doing so they should ensure that such children can access and enjoy the same opportunities at school as any other child. Schools, local authorities, health professionals and other support services should

work together to ensure that children with medical conditions receive a full education. In some cases this will require flexibility and involve, for example, programmes of study that rely on part time attendance at school in combination with alternative provision arranged by the local authority

- Consideration may be given to how children will be reintegrated back into school after periods of absence.
- In making their arrangements, the Governing Body takes into account that many of the medical conditions that require support at school will affect quality of life and may be life-threatening. Some will be more obvious than others. The Governing Body should therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on their school life.
- The Governing Body ensures that their arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school. The arrangements show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care. They ensure that staff are properly trained to provide the support that pupils need.
- Children and young people with medical conditions are entitled to a full education and have the same rights of admission to school as other children. This means that no child with a medical condition should be denied admission or prevented from taking up a place in school because arrangements for their medical condition have not been made.
- However, in line with their safeguarding duties, the Governing Body ensures that pupils' health is not put at unnecessary risk from, for example infectious diseases. They therefore do not have to accept a child in school at times where it would be detrimental to the health of that child or others to do so.
- The Governing Body ensures that the arrangements they put in place are sufficient to meet their statutory responsibilities and ensures that policies, plans, procedures and systems are properly and effectively implemented. This aligns with their wider safeguarding duties

Headteacher

The 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, Parents/carers, Teachers, Teaching Assistants, school support staff, SENCO, school nurses, governors, the school health service, the local authority transport service, and local emergency care services.
- Ensure the policy is put into action, with good communication of the policy to all.
- Ensure every aspect of the policy is maintained.

- Ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using pupils' Healthcare Plans.
- Ensure pupil confidentiality.
- Assess the training and development needs of staff and arrange for them to be met.
- Ensure all supply teachers and new staff know the medical conditions policy.
- Delegate a staff members 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.
- 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.

All school staff

All staff at Sidestrand Hall 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 Healthcare Plan.
- Allow all pupils to have immediate access to their emergency medication.
- Maintain effective communication with parents/carers 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.

Teachers

Teachers at Sidestrand Hall 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/carers, the pupil's healthcare professionals, SENCO and Head of Child Care 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..

School Nurse

The school nurse at this school has a responsibility to:

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

First aiders

First aiders at Sidestrand Hall 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.

Special educational needs coordinator (SENCO)

The Special educational needs coordinator at Sidestrand Hall School 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.
- 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.

(See Special Educational Needs (SEN) Policy)

Lead Senior Designated Professional for Safeguarding

The Lead Senior Designated Professional for Safeguarding at Sidestrand Hall School has the responsibility to:

- help update the school's medical conditions policy
- know which pupils have a medical condition and which have special educational needs because of their condition
- ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.

Healthcare professionals

Individual doctors and specialist healthcare professionals caring for pupils who attend Sidestrand Hall School, have a responsibility to:

- complete the pupil's Healthcare Plans provided by parents/carers as appropriate
- 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/carers)
- understand and provide input in to the school's medical conditions policy as appropriate

Pupils

The pupils who attend Sidestrand Hall School have a responsibility to:

- treat other pupils with and without a medical condition equally
- tell their parents/carers, 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
- ensure a member of staff is called in an emergency situation.

Parents/Carers

The parents/carers of a child attending Sidestrand Hall School have a responsibility to:

- inform the school if their child has a medical condition
- ensure the school has a complete and up-to-date Healthcare Plan for their child
- inform the school about the medication their child requires during school hours
- inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- 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 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
- 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 as appropriate from their doctor or specialist healthcare professional to help their child manage their condition.

Admission forms

Parents/carers at Sidestrand Hall School are asked if their child has any health conditions or health issues on admission. Parents of new pupils starting at other times during the year are also asked to provide this information on admission forms.

Procedure's when notification is received that a pupil has a medical condition

The SENCO and Lead Senior Designated Professional for Safeguarding will liaise with relevant individuals, including as appropriate parents/carers, the individual pupil, health professionals and other agencies to decide on the support to be provided to the child. Where appropriate, an Individual Healthcare Plan will be drawn up.

Individual Healthcare Plan (IHCP)

An IHCP will be written for pupils with a medical condition that is long term and complex. It will clarify what needs to be done, when and by whom and include information about the child's condition, special requirements, medicines required, what constitutes an emergency and action to take in the case of an emergency clarity. IHCPs will be reviewed annually, or earlier if evidence is provided that a child's needs have changed.

Drawing up Healthcare Plans

Sidestrand Hall 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. This is sent:

- At the start of the school year.
- At admission.
- 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 plus explanation is sent to the pupil's parents to complete.

The parents/carers, 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.

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

School Healthcare Plan register

- Healthcare Plans are used to create a centralised register of pupils with medical needs. An identified member of administration staff has responsibility for the register at Sidestrand Hall School.
- The responsible member of staff follows up with the parents any further details on a pupil's Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

Ongoing communication and review of Healthcare Plans

- Parents/carers 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 at Sidestrand Hall School use opportunities such as teacher–parent evenings and home–school books 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 Sidestrand Hall School has their plan discussed and reviewed at least once a year.

Storage and access to Healthcare Plans

- Parents/carers and pupils at Sidestrand Hall School are provided with a copy of the pupil’s current agreed Healthcare Plan.
- Healthcare Plans are kept in a secure central location at school.
- Apart from the central copy, Form teachers/tutors (agreed by the pupil and parents/carers) 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.
- Sidestrand Hall School ensures that all staff protect pupil confidentiality.
- Sidestrand Hall School seeks permission from parents/carers to allow the Healthcare Plan to be sent ahead to emergency care staff, should an emergency happen during school or boarding hours. This permission is included on the Healthcare Plan.
- Sidestrand Hall School seeks permission from the pupil and parents/carer before sharing any medical information with any other party, such as when a pupil takes part in a work experience placement.

Use of Healthcare Plans

Healthcare Plans are used by Sidestrand Hall School to:

- Inform the appropriate staff 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 Sidestrand Hall 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/carers of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates.

Administering medicines

Written consent from parents must be received before administering any medicine to a child at school. Medicines will only be accepted for administration if they are: prescribed, in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must be in date but will generally be available inside an insulin pen or pump, rather than in its original container. Medicines should be stored safely. Children should know where their medicines are at all times. Written records will be kept of all medicines administered to children. Pupils who are competent to manage their own health needs and medicines, after discussion with parents/carers will be allowed to carry their own medicines and relevant devices or will be allowed to access their medicines for self-medication.

(See Administration of Medicines Policy)

Administration – emergency medication

- All pupils at Sidestrand Hall School with medical conditions have easy access to their emergency medication.
- All pupils are encouraged to carry and administer their own emergency medication, when their parents/carers 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.
- Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it.
- Pupils who do not carry and administer their own emergency medication understand the arrangements for a member of staff to assist in helping them take their medication safely.

Administration – general

- 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.
- Sidestrand Hall School understands the importance of medication being taken as prescribed.

- There are several members of school staff and all residential staff who have been trained to administer medication. The local authority 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. This may include taking action such as administering medication.
- In some circumstances medication is only administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult.
- Parents/carers 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.
- If a pupil at this school refuses their medication, staff record this and follow procedures. Parents/carers are informed as soon as possible.
- If a pupil at Sidestrand Hall 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.
- 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.

Administration non prescribed medication

- Only after parental advice will school administer paracetamol. For pupils under 16, parental consent must be obtained beforehand and a record of that consent and administration should be recorded.
- The school must not keep its' own stock of medication; the parent must provide the school with a supply of appropriate pain relief tablets for use solely by their child.
- A dose of paracetamol should only be given after effort has been made to ease the pupil's pain. Before each dose of the medication is given, the school will obtain parental consent. The school must ask the parent how many doses of the pain relief have been administered in the previous 24 hours, and only administer pain relief if in line with the recommended dose. A record of that consent and any administration of medication should be recorded.
- Staff should check that the medicine has been administered without adverse effect to the child in the past and that parents have certified this is the case – a

note to this effect should be recorded in the written parental agreement for the school/setting to administer medicine.

- If a child suffers regularly from frequent or acute pain the parents should be encouraged to refer the matter to the child's GP. A child under 16 should never be given aspirin-containing medicine unless prescribed by a doctor.

Controlled Drugs

The supply, possession and administration of some medicines are controlled by the Misuse of Drugs Act and its associated regulations. Some may be prescribed as medicine for use by children, e.g. Ritalin, methylphenidate.

- Any trained and competent member of staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicine should do so in accordance with the prescriber's instructions.
- It is permissible for schools and settings to look after a controlled drug, where it is agreed that it will be administered to the child for whom it has been prescribed.
- A controlled drug, as with all medicines, should be returned to the parent when no longer required to arrange for safe disposal (by returning the unwanted supply to the local pharmacy). If this is not possible, it should be returned to the dispensing pharmacist (details should be on the label).
- Misuse of a controlled drug, such as passing it to another child or another person for use, is a criminal offence.

Regular Injection

The school has a duty to support children with medical conditions at school and as a result trained and competent staff may be required to administer injections to pupils suffering from conditions including diabetes, epilepsy, anaphylactic shock, etc.

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

Pupils are informed and regularly reminded about the medical conditions policy:

- Through the school council
- In the school newsletter at several intervals in the school year
- In personal, social and health education (PSHE) classes
- Through school-wide communication about results of the monitoring and evaluation of the policy.

Parents are informed and regularly reminded about the medical conditions policy:

- By including the policy statement in the school's prospectus and signposting access to the policy
- At the start of the school year when communication is sent out about Healthcare Plans
- In the school newsletter at several intervals in the school year
- When their child is admitted as a new pupil
- Via the school's website
- Through school-wide communication about results of the monitoring and evaluation of the policy.

School staff are informed and regularly reminded about the medical conditions policy:

- Through copies handed out at the first staff meeting of the school year and before Healthcare Plans are distributed to parents
- At scheduled medical conditions training
- Through the key principles of the policy being displayed in the staff room
- Through school-wide communication about results of the monitoring and evaluation of the policy
- All newly appointed staff are informed of their responsibilities and provided with a copy of this policy prior to start date at Sidestrand Hall School.
- All temporary staff are informed of the policy and their responsibilities.

Relevant local authority health staff are informed and regularly reminded about the school's medical conditions policy:

- By letter accompanied with a printed copy of the policy at the start of the school year
- Via primary care trust (PCT) links and the school/community nurse
- Through communication about results of the monitoring and evaluation of the policy.

All other external stakeholders are informed and reminded about the school's medical conditions policy:

- By letter accompanied with a printed copy of the policy summary at the start of the school year
- Through communication about results of the monitoring and evaluation of the policy.

All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at Sidestrand Hall School

Emergency procedure posters for anaphylaxis, asthma, diabetes and epilepsy are displayed throughout the school download from www.medicalconditionsatschool.org.uk.

- All staff at Sidestrand Hall School are aware of the most common serious medical conditions at this school.
- Staff at Sidestrand Hall 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.
- All staff who work with groups of pupils at Sidestrand Hall School receive training and know what to do in an emergency for the pupils in their care with medical conditions.
- Training is refreshed for all staff at least once a year.
- Action for staff to take in an emergency for the common serious conditions at Sidestrand Hall School is displayed in prominent locations for all staff including classrooms, kitchens and the staff room*.
- Sidestrand Hall 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.
- Sidestrand Hall 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.
- Sidestrand Hall School has made arrangements with the local hospital to ensure the timely transfer of Healthcare Plans to the hospital in the event of an emergency.

All staff understand and are trained in the school's general emergency procedures

- 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 and who to contact within the school.
- Training is refreshed for all staff at least once a year.
- 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.
- 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/carer arrives. The school tries to ensure that the staff member will be one the pupil knows.

- Generally, staff should not take pupils to hospital in their own car. This school has clear guidance from the local authority on when (and if) this is appropriate.
- 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.

Safe storage of medication

Emergency medication

- Emergency medication is readily available to pupils who require it at all times during the school day, at off-site activities or whilst boarding. 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.
- Pupils at Sidestrand Hall School may carry their emergency medication on them at all times. Pupils keep their own emergency medication securely.
- Pupils at Sidestrand Hall School are reminded to carry their emergency medication with them.
- 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.

Non-emergency medication

- All non-emergency medication is kept in a secure lockable medication cabinet that is designed to be a cool dry place. Pupils with medical conditions know where their medication is stored and how to access it via staff.
- Staff ensure that medication is only available to those for whom it is prescribed.

General

- There is an identified member of staff who ensures the correct storage of medication at school.
- Controlled drugs should be stored securely with limited access, but should be easily accessible in an emergency. A record should be kept for audit and safety purposes.
- Administering medication staff check the expiry dates for all medication stored at school.
- Administering medication staff, along with the parents/carers of pupils with medical conditions, ensures 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 all medication that pupils carry themselves.

- All medication is supplied and stored in its original containers. 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.
- Medication is stored in accordance with instructions, paying particular note to temperature.
- Some medication for pupils at Sidestrand Hall School may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area inaccessible to unsupervised pupils.
- Large volumes of medicines should not be stored
- 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.

Safe disposal

- Out-of-date medication is either collected in person by parents/carers or they are given prior notice that the medication will be transported home via the transport driver/escort.
- Sharps boxes are used for the disposal of needles. Parents/carers 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 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/carers.

Record keeping

- If a pupil requires regular prescribed or non-prescribed medication at school, parents/carers 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.
- 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/carers keep a copy of this agreement.

- Parents/carers of pupils with medical conditions at Sidestrand Hall 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.
- 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/carers 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.
- The residential visit form also details what medication and what dosage the pupil is currently 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.
- Sidestrand Hall 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/carers are informed as soon as possible.
- Sidestrand Hall School holds training on common medical conditions once a year. 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.
- All school and residential staff who administer medication are provided with training by a healthcare professional. The school keeps a register of staff who have had the relevant training.

Physical environment

Sidestrand Hall 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

- Sidestrand Hall School is committed to providing a physical environment that is accessible to pupils with medical conditions.
- Pupils with medical conditions are included in the consultation process to ensure the physical environment at this school is accessible.
- Sidestrand Hall School's commitment to an accessible physical environment includes out-of-school visits. The school recognises that this sometimes means changing activities or locations.

Social interactions

- Sidestrand Hall 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.
- Sidestrand Hall School ensures the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities, residential visits and boarding.
- 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 behaviour including anti-bullying policy.
- Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

Exercise and physical activity

- Sidestrand Hall School understands the importance of all pupils taking part in sports, games and activities.
- Sidestrand Hall 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.
- Sidestrand Hall School ensures all classroom teachers, PE teachers and sports tutors understand that pupils should not be forced to take part in an activity if they feel unwell.
- Teachers and Tutors are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities.
- Sidestrand Hall School ensures all PE teachers, teachers and tutors are aware of the potential triggers for pupils' medical conditions when exercising and how to minimize these triggers.
- Sidestrand Hall School ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.
- Sidestrand Hall School ensures all pupils with medical conditions are actively encouraged to take part in team sports.

Education and learning

- Sidestrand Hall 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.

- If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers/tutors at this school understand that this may be due to their medical condition.
- Teachers/tutors at Sidestrand Hall School are aware of the potential for pupils with medical conditions to impact on their special educational needs (SEN). The school's SENCO 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.
- Sidestrand Hall School ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum.
- Pupils at Sidestrand Hall School learn about what to do in the event of a medical emergency.

Residential visits, day trips, off-site activities, sporting activities, work experience

Reasonable adjustments will be made to enable pupils with medical needs to participate fully and safely in day trips, residential visits, sporting activities and other activities beyond the usual curriculum. When carrying out risk assessments, parents/carers, pupils and healthcare professionals will be consulted where appropriate

- Risk assessments are carried out by Sidestrand Hall School prior to any out-of-school visit and medical conditions are considered during this process. Factors Sidestrand Hall 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.
- Sidestrand Hall School understands that there may be additional medication, equipment or other factors to consider when planning residential visits. Sidestrand Hall School considers additional medication and facilities that are normally available at school.
- Risk assessments are carried out before pupils start any work experience or off-site educational placement. It is Sidestrand Hall School's responsibility to ensure that the placement is suitable, including travel to and from the venue for the pupil. Permission is sought from the pupil and their parents/carers before any medical information is shared with an employer or other education provider.
- Sidestrand Hall 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
- Sidestrand Hall School is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.
- School and residential staff have been given training on medical conditions. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions.

- The school has a list of common triggers for the common medical conditions at Sidestrand Hall School. The school has a trigger reduction schedule and is actively working towards reducing or eliminating these health and safety risks.
- Written information about how to avoid common triggers for medical conditions has been provided to all school staff.
- Sidestrand Hall School 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 out-of-school activities before they are approved, including work experience placements and residential visits, taking into account the needs of pupils with medical conditions.
- 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

(See Educational Visits Policy)

Home-to-school transport

Home-to-school transport is the responsibility of local authority, who may find it helpful to be aware of a pupil's individual healthcare plan and what it contains, especially in respect of emergency situations. When the school is aware of changes in respect of a pupil's health condition they will notify the local authority on behalf of parents/carers as appropriate.

Defibrillator

Sudden cardiac arrest is when the heart stops beating and can happen to people at any age and without warning. When it does happen, quick action (in the form of early CPR and defibrillation) can help save lives. A defibrillator is a machine used to give an electric shock to restart a patient's heart when they are in cardiac arrest. A defibrillator is situated at the school gate and staff members appointed as first-aiders are trained in the use of CPR.

Hygiene and Infection Control

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff should have access to protective disposable gloves and aprons where appropriate and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment.

Unacceptable practice

The following items are not generally acceptable practice with regard to children with medical conditions, although the school will use discretion to respond to each individual case in the most appropriate manner.

Preventing children from easily accessing their inhalers and medication and administering their medication when and where necessary, assuming 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. Sending 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, sending them to the school office or medical room unaccompanied or with someone unsuitable. Penalising children for their attendance record if their absences are related to their medical condition e.g. hospital appointments. Preventing pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively. Requiring parents, or otherwise making 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. Preventing children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child

Equality Impact Statement

At Sidestrand Hall School we will do all we can to ensure that this policy does not discriminate, directly or indirectly. We shall do this through regular monitoring and evaluation of our policy. On review we shall assess and consult relevant stakeholders on the likely impact of our policy on the promotion of all aspects of equality, as laid down in the Equality Act (2010). This will include, but not necessarily be limited to: race; gender; sexual orientation; disability; ethnicity; religion; cultural beliefs and pregnancy/maternity.

(See Single Equality Policy)

Complaints/Concerns

An individual wishing to make a complaint or raise a concern regarding the school's actions in supporting a child with medical conditions should discuss this with the school in the first instance. If the issue is not resolved, then a formal complaint may be made.

(See Complaints Policy)

Insurance

Where a member of staff acting in the course of employment supports pupils with medical conditions at schools, they will be indemnified by the school's liability insurance for any claim for negligence relating to injury or loss through their actions, providing that the following criteria have been met.

- They have received full appropriate training and are competent to carry out any medical interventions for that pupil
- They have received refresher training at the required intervals
- They have used the relevant protective equipment for that purpose

- There is written parental instruction and consent
- It is made clear to non-trained staff that they should not administer medication

Legislation and guidance

Local authorities, schools and governing bodies are responsible for the health and safety of pupils in their care. Areas of legislation that directly affect a medical conditions policy are described in more detail in *Managing Medicines in Schools and Early Years Settings*. The main pieces of legislation are the Disability Discrimination Act 1995 (DDA), amended by the Special Educational Needs and Disability Act 2001 (SENDA) and the Special Educational Needs and Disability Act 2005. These acts make it unlawful for service providers, including schools, to discriminate against disabled people. *Managing Medicines in Schools and Early Years Settings* (2004). This provides guidance from the DfES (now DCFS) and DH on managing medicines in schools and early year's settings. The document includes the following chapters:

- developing medicines policies
- roles and responsibilities
- dealing with medicines safely
- drawing up a Healthcare Plan
- relevant forms

Disability Discrimination Act 1995 (DDA) and the Special Educational Needs and Disability Acts (2001 and 2005). Many pupils with medical conditions are protected by the DDA and SENDA, even if they don't think of themselves as 'disabled'.

The Commission for Equality and Human Rights (CEHR) (previously the Disability Rights Commission) publishes a code of practice for schools, which sets out the duties under the DDA and gives practical guidance on reasonable adjustments and accessibility. The CEHR offers information about who is protected by the DDA, schools' responsibilities and other specific issues.

Schools' responsibilities include:

- Not to treat any pupil less favourably in any school activities without material and sustainable justification.
- To make reasonable adjustments that cover all activities – this must take into consideration factors such as financial constraints, health and safety requirements and the interests of other pupils. Examples of reasonable adjustments can be found in the DfES resource: *Implementing the DDA in Schools and Early Years Settings*.
- To promote disability equality in line with the guidance provided by the DCSF and CEHR through the Disability Equality Scheme.
- DfES publications are available through the DCSF.

The Education Act 1996

Section 312 of the Education Act covers children with special educational needs, the provisions that need to be made and the requirements local health services need to make to help a local authority carry out its duties.

The Care Standards Act 2000

This act covers residential special schools and responsibilities for schools in handling medicines.

Health and Safety at Work Act 1974

This act places duties on employers for the health and safety of their employees and anyone else on their premises. This covers the head teacher and teachers, non-teaching staff, pupils and visitors.

Management of Health and Safety at Work Regulations 1999

These regulations require employers to carry out risk assessments, manage the risks identified and to communicate these risks and measures taken to employees.

Medicines Act 1968

This act specifies the way that medicines are prescribed, supplied and administered

Further advice and resources

The Anaphylaxis Campaign

The Anaphylaxis Campaign website contains Guidance for schools, which discusses anaphylaxis, treatment and support for pupils and staff. The Anaphylaxis Campaign has also published the Allergy in schools website which has specific advice for pre-schools, schools, school caterers, parents, students and nurses.

PO Box 275, Farnborough, Hampshire. GU14 6SX

Phone 01252 546100

Helpline 01252 542 029

info@anaphylaxis.org.uk

www.anaphylaxis.org.uk

Asthma UK

Asthma UK has downloadable school guidelines that provide information on asthma, asthma in PE and sports, and what to do when a child with asthma joins the class. Also available are school asthma cards and information and posters for young people to encourage them to be active with their asthma.

Summit House, 70 Wilson Street, London. EC2A 2DB

Phone 020 7786 4900

Helpline 08457 01 02 03

info@asthma.org.uk

www.asthma.org.uk

Diabetes UK

Diabetes UK has information on diabetes in school, which discusses insulin injections, diet, snacks, hypoglycaemia reaction and how to treat it. It contains a downloadable version of their school pack, Children with diabetes at school — what all staff need to know.

Macleod House, 10 Parkway, London. NW1 7AA

Phone 020 7424 1000

Helpline 0845 120 2960

info@diabetes.org.uk

www.diabetes.org.uk

Epilepsy Action

Epilepsy Action has information for schools in Epilepsy — A teacher's guide. This looks at classroom first aid, emergency care, medication, and school activities.

New Anstey House, Gate Way Drive, Yeadon, Leeds. LS19 7XY

Phone 0113 210 8800

Helpline 0808 800 5050

epilepsy@epilepsy.org.uk

www.epilepsy.org.uk

National Society for Epilepsy

The National Society for Epilepsy has information on education and epilepsy which looks at epilepsy and learning, special needs examinations, practical activities, medication, the Disability Discrimination Act, and teaching pupils with epilepsy.

Helpline 01494 601 400

Long-Term Conditions Alliance

202 Hatton Square, 16 Baldwins Gardens, London. EC1N 7RJ

Phone 020 7813 3637

info@ltca.org.uk

www.ltca.org.uk

Council for Disabled Children, National Children's Bureau

8 Wakley Street, London. EC1V 7QE

Phone 020 7843 1900

cdc@ncb.org.uk

www.ncb.org.uk/cdc

Eczema

The National Eczema Society has produced an activity pack, available on TeacherNet, to encourage discussion about eczema in the classroom. The pack follows a lesson plan format and ties in with the National Curriculum and is tailored according to age group.

Relevant Polices

- Special Educational Needs (SEN) Policy
- Administration of Medicines Policy
- Safeguarding Policy
- Admission Policy
- Educational Visits Policy

Appendices

- Individual Health Care Plan (IHCPs)
- Action in Medical Emergencies Sheet
- Letter inviting parents to contribute to individual healthcare plan development
- Administration of Medication Form (Med1)
- Administration of Medication Record
- Administration of Controlled Medication Record

Date of policy:

Policy Review Date:

Signed :[Headteacher]

Date:

Signed :[Chair of Governors]

Date:

Action in Medical Emergencies

A copy of this information will be displayed in the school reception and main house offices.

Action to be taken to request an ambulance,

- dial 999 and be ready with the information below
- speak slowly and clearly and be ready to repeat information if asked
- the school's telephone number – 01263 578144
- your name
- your location: (school address – Sidestrand Hall School, Cromer Road, Sidestrand, NR27 0NH)
- provide the exact location of the patient within the school
- provide the name of the child and a brief description of their symptoms
- inform ambulance control that the crew will be met and taken to the patient
- reception/main house office staff will open gates for entry
- reception/main house office staff will contact the parents/carers to inform them of the situation
- a member of staff will stay with the pupil until the parent/carer arrives
- if a parent/carer does not arrive before the pupil is transported to hospital, a member of staff should accompany the child in the ambulance.

Letter inviting parents to contribute to individual healthcare plan development

Dear Parent/Carer

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I [or another member of staff involved in plan development or pupil support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely