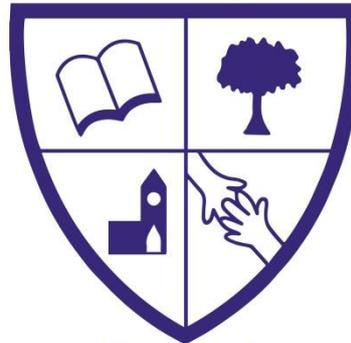


Turton & Edgworth



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## Medical Conditions at School Policy

<b>Compiled by:</b>	<b>Office Co-Ordinator</b>
<b>Presented to staff:</b>	<b>September 2015</b>
<b>Presented to Governors:</b>	<b>28<sup>th</sup> January 2015</b>
<b>Presented to Parents/Carers:</b>	<b>28<sup>th</sup> January 2015</b>
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## 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 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
- Reintegrate back into school after periods of absence.

### This school:

- Ensures all staff understand their duty of care to children and young people in the event of an emergency.
- Ensures that all staff feel confident in knowing what to do in an emergency.
- Understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- Ensures that all staff understand the common medical conditions that affect children at this school. Staff receive training on the impact that medical conditions can have on pupils.
- Understands the importance of medication being taken as prescribed.

## Policy

### 1. This school is an inclusive community that aims to support and welcome pupils with medical conditions

1.1 This school understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enroll in the future.

1.2 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.

1.3 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.



1.4 This school aims to include all pupils with medical conditions in all school activities.

1.5 Our school ensures that parents\* of pupils with medical conditions feel secure in the care their children receive at this school.

1.6 The school ensures all staff understand their duty of care to children and young people in the event of an emergency.

1.7 All staff feel confident in knowing what to do in an emergency.

1.8 This school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

1.9 All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact this can have on pupils.

1.10 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. The 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**

2.1 This school has consulted on the development of this medical condition policy with key stakeholders within both the school and health settings. These 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
- local healthcare professionals
- School governors.

2.2 The views of pupils with various medical conditions were actively sought and considered central to the consultation process.

2.3 Stakeholders were consulted in two phases:

- initial consultation during development of the policy (health professionals, pupils, staff)
- comments on a draft policy before publication. (Governors)

2.4 This school recognises the importance of providing feedback to those involved

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in the development process and is committed to acknowledging input and providing follow-up to suggestions put forward.

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

3.1 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
- via the school's website, where it is available at all times
- in the school newsletter at several intervals in the school year
- when their child is enrolled as a new pupil

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

- at scheduled medical conditions training
- all supply and temporary staff are informed of the policy and their responsibilities during their Induction training

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

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

4.1 All staff at this school are aware of the most common serious medical conditions at this school.

4.2 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 supervising the administration of medication.

4.3 All staff who work with pupils at this school receive training and know what to do in an emergency for the pupils in their care with medical conditions.

4.4 Training is refreshed for all staff at least once a year, including those staff who wish to be trained on the use of the school's automated defibrillator.

4.5 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, kitchen and the staff room.

4.6 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.

4.7 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.

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

5.1 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.

5.2 Training is refreshed for all staff at least once a year, including those staff wishing to be trained on the use of the school's automated defibrillator.

5.3 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.

5.4 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. Staff to use their professional judgment.

**6. The school has clear guidance on the administration of medication at school.**

Administration - emergency medication

6.1 All pupils at this school with medical conditions have **easy access to their emergency medication.**

6.2 All pupils are encouraged to administer their own emergency medication, when their parents and health specialists determine they are able to start taking responsibility for their condition. All pupils have access to their emergency medication 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.

6.3 Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it.

6.4 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

6.5 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.

6.6 This school understands the importance of medication being taken as prescribed.

6.7 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.

6.8 Many other members of staff are happy to take on the voluntary role of supervising the taking of prescribed medication.

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For medication where no specific training is necessary, any member of staff may supervise administration of prescribed medication to pupils under the age of 16, but only with the written consent of the pupil's parent.

6.9 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 supervising the administration of medication.

6.10 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.

6.11 If a pupil at this school refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.

6.12 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.

6.13 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.

6.14 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.

6.15 This school has installed a fully automated defibrillator, suitable for both adults and children. Several members of staff are trained and qualified to use the defibrillator and have refresher training in line with their emergency first aid at work training.

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

### **Safe storage - emergency medication**

7.1 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 from members of the office staff.

7.2 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 how to access their emergency medication through a member of staff.

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

7.3 All non-emergency medication is kept in a secure, cool dry place or medicine fridge. Pupils with medical conditions know where their medication is stored and to

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ask a staff member for access to it.

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

### **Safe storage - general**

7.5 There are identified members of staff who ensure the correct storage of medication at school. (Main School Office)

7.6 All controlled drugs including medicated lozenges are kept in a medicine cupboard in the school office and only staff have access, even if pupils normally administer the medication themselves.

7.7 Each term, the identified member of staff checks the expiry dates for all medication stored at school, although it is the responsibility of the parent/carer to ensure their child's medication is 'in date' - see point 7.13.

7.8 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 labelled with the pupil's name, the name and dose of the medication and the frequency of dose.

7.9 All medication is supplied and stored, wherever possible, 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.

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

7.11 Some medication for pupils at this school may need to be refrigerated. All refrigerated medication is stored in a separate medical lockable fridge in the school office and is clearly labelled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised pupils or lockable as appropriate.

7.12 Any medication of Year 6 pupils is sent home at the end of the school year. All other pupils' medication can be, if wished stored during the summer holidays.

7.13 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**

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

7.15 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.

7.16 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 documented.

7.17 Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes

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from the child's GP or paediatrician on prescription. All sharps boxes in this school will be stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.

7.18 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.

7.19 Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

### **Safe storage of Defibrillator**

7.20 The Lifepak CR Plus does not require routine maintenance. It performs an automatic self-test once a week and every time it is switched on. Office staff will check at least once a week that the 'OK' symbol is visible in the readiness box. Office staff will regularly check the 'Use by' date on the electrode packets and replace if required. Office staff will also check other emergency supplies that are stored with the defibrillator.

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

### **Enrolment forms**

8.1 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**

#### **Drawing up Healthcare Plans**

8.2 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.

8.3 A Healthcare Plan, containing information of why and how it is to be used, is sent to parents of pupils with a long-term medical condition. This is formulated

- on enrolment
- when a diagnosis is first communicated to the school or School Nurse

8.4 If a pupil has a short-term medical condition that requires medication during school hours, they will be asked to consult with a member of the office staff.

8.5 The parents, healthcare professional and pupil with a medical condition are asked to complete the pupil's Healthcare Plan together.

8.6 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.

### **School Healthcare Plan register**

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8.7 Healthcare Plans are used to create a centralised register of pupils with medical needs, which is held in the main school office.

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

8.8 Parents at this school are regularly required 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.

8.9 Staff at this school use opportunities such as teacher-parent interviews and email to check that information held by the school on a pupil's condition is accurate and up to date.

8.10 Every pupil with a Healthcare Plan at this school has their plan discussed and reviewed at least once a year.

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

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

8.12 Healthcare Plans are kept in a secure central location at school in the main office.

8.13 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.

8.14 All members of staff who work with pupils have access to the Healthcare Plans of pupils in their care.

8.15 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.

8.16 This school ensures that all staff protect pupil confidentiality.

8.17 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.

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

Healthcare Plans are used by this school to:

- inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care
- encourage 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

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- 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
- encourage 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**

8.18 If a pupil requires regular 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 available to parents for pupils taking short courses of medication (Form A).

8.19 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.

8.20 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.

8.21 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, age appropriately

### **Residential visits**

8.22 Parents are sent a medical form prior to any residential trip which is to be completed and returned to school in good time. This form requests details about the child's condition and their overall health. This provides essential and up to date information to relevant staff and visit support staff to help the child manage their condition while they are away. This includes information about medication not normally administered by the school.

8.23 All medical forms are taken by the staff leader on visits and for all off-site activities where medication is required. These are accompanied by a copy of the child's Healthcare Plan (if applicable).

8.24 All parents of children with a medical condition attending an off-site visit or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.

8.25 The medical form also details what medication and dosage the child is currently taking at different times of the day. It helps provide up to date information to relevant staff and supervisors to help the child manage their condition whilst they are away.

8.26 It is essential a check is made to ensure children with asthma have their inhalers with them before the party leaves school.

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8.27 It is considered good practice to record any medication administered to the child during the residential trip. This record can then be given to the child's parents on return with a copy kept at school in the child's file.

### **Other record keeping**

8.28 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 (Form A). Parents are given written confirmation or sent a text message daily of the time of short term medication. If a pupil refuses to have medication administered, this is also recorded and parents are informed as soon as possible.

8.29 This school holds training on common medical conditions as appropriate. All staff attending receive a certificate confirming the type of training they have had. A record of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive training.

8.30 The maintenance checks of the defibrillator will be completed by the Office Staff and recorded as appropriate on the user's checklist sheet.

8.31 In the event of the defibrillator being used, the details will be recorded as appropriate.

**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**

### **Physical environment**

9.1 This school is committed to providing a physical environment that is accessible to pupils with medical conditions.

9.2 Pupils with medical conditions are included in the consultation process to ensure the physical environment at this school is accessible.

9.3 This 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**

9.4 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.

9.5 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, school productions, after school clubs and residential visits.

9.6 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.

9.7 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**

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

9.9 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.

9.10 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.

9.11 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.

9.12 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.

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

9.14 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**

9.15 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.

9.16 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.

9.17 Teachers at this school are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN coordinator. The school's SEN 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.

9.18 This school ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum.

9.19 Pupils at this school are advised about what to do in the event of a medical

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emergency.

9.20 Risk assessments are carried out before pupils start any off-site educational placement. It is this 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 before any medical information is shared with other education providers.

### **Residential visits**

9.21 This school will take every reasonable measure to ensure that off-site visits are available to all, irrespective of medical needs, but that this should not encroach unduly on the overall objectives of the activity or the rest of the group. Under the Disability Discrimination Act (DDA) if, after reasonable adjustments have been planned, the risk assessment indicates there is an unacceptable risk to the health and safety of the individual or the group then this fact overrides the DDA.

9.22 Risk assessments are carried out by the school prior to any out-of-school visit and medical conditions or needs are considered during this process. A personal or individual risk assessment is carried out where appropriate. 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.

9.23 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.

### **Transitional arrangements**

9.24 For pupils starting at this school, arrangements will be in place in time for the start of the relevant school term. In other cases, such as a new diagnosis or children moving to a new school mid-term, every effort will be made to ensure that arrangements are put in place within two weeks.

9.25 This school does not have to wait for a formal diagnosis before providing support to pupils. In cases where a pupil's medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on the available evidence. This would normally involve some form of medical evidence and consultation with parents. Where evidence conflicts, some degree of challenge may be necessary to ensure that the right support can be put in place.

**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 (see Appendix 1).**

10.1 This school is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.



10.2 School 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.

10.3 The school has a list of common triggers for the common medical conditions at this school which has been provided to staff (see Appendix 1).

10.4 Written information about how to avoid common triggers for medical conditions has been provided to all school staff.

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

10.6 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.

10.7 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.

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

11.1 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.

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

### **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

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with medical conditions.

### **Governors**

#### **The Governing Body has a responsibility to:**

- ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life.
- ensure that the arrangements give parents and pupils the confidence in the school's ability to provide effective support for medical conditions in school.
- ensure that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.
- ensure that staff are properly trained to provide the support that pupils need.
- ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk.

### **Head Teacher**

#### **This school's head teacher 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
- ensure liaison 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' 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 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.
- ensure that information regarding children with food allergies and food intolerances is passed to the Catering Team.
- ensure that the appropriate level of insurance is in place and appropriately reflects the level of risk.

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**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
- 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 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.

**Catering Manager at this school has the responsibility to:**

- receive information from the Office Staff regarding children with food allergies and food intolerances.
- ensure arrangements are in place so all kitchen staff including temporary staff know which children have an allergy or food intolerance (the school will provide information including a photograph which should be displayed in a discreet area in the kitchen).
- maintain contact information with vendors and purveyors to access food content information.

**Catering staff at this school have a responsibility to:**

- be able to recognise those children with an allergy or food intolerance.
- have knowledge of menus, tuck shop items, recipes, food products and ingredients, food handling practices, cleaning and sanitation practices in relation to life-threatening allergies.

**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

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because of their condition

- use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions.

**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.
- provide support to school, pupil and parents in formulating healthcare plans

**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.

**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.

**The pastoral support/welfare officer at this 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.

**The pupils at this school have a responsibility to:**

- treat other pupils with and without a medical condition equally
- tell their parents, teacher or nearest staff member when they are not feeling well
- let a member of staff know if another pupil is feeling unwell
- let any pupil take their medication when they need it, and ensure a member of staff is called
- treat all medication with respect
- know how to gain access to their medication in an emergency
- if mature and old enough, know how to take their own medication and to take it when they need it
- ensure a member of staff is called in an emergency situation.

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**The parents/carers 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 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 from their doctor or specialist healthcare professional to help their child manage their condition.

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

## **12. Complaints**

Should parents or pupils be dissatisfied with the support provided by the school, any concerns should be discussed directly with the school in the first instance. If for whatever reason this does not resolve the issue, a formal complaint may be raised following the school's Complaints Policy.

## **13. The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year or sooner if required.**

13.1 This school's medical condition policy is reviewed, evaluated and updated every year (or sooner if required) in line with the school's policy review timeline.

13.2 New Department for Children, Families and Schools and Department of Health guidance is actively sought and fed into the review.

13.3 In evaluating the policy, this school seeks feedback on the effectiveness and acceptability of the medical conditions policy with a wide-range of key stakeholders within the school and health settings. These key stakeholders include:

- pupils
- parents

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- school nurse and/or school healthcare professionals
- headteacher
- teachers
- special education needs coordinator
- pastoral support/welfare officer
- first aider
- all other school staff
- School governors.

Policy approved on 28<sup>th</sup> January 2015 by The Governing Body of Turton & Edgworth C.E. / Methodist primary School

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## Appendix 1

Common medical conditions - main triggers which may be applicable to the school environment.

Asthma	Triggers	Advice
	Colds and flu	Use inhaler as prescribed, take plenty of rest, wash hands often
	Weather - cold	Use inhaler as prescribed, keep warm and dry, wear scarf over mouth. Try to breathe in through your nose not your mouth. Stay inside if required.
	Weather - hot Pollen and mould spores in the warm air	Use inhaler as prescribed. Avoid exercising outdoors in the hottest part of the day, drink lots of water, keep windows and doors closed. Treat symptoms of hay fever. Stay inside if required.
	Exercise	Stop exercising. Use inhaler as prescribed. Do not start exercising again until you feel better.
	Emotions - stress, laughter, excitement	Use inhaler as prescribed, stay calm.
	Allergen to certain foods	Ensure school knows of the allergen. Use inhaler as prescribed or preventer.

Epilepsy	Triggers	Advice
	Specific time of day or night	If a seizure occurs, call 999 if necessary, noting time, what person doing at the time. Follow epilepsy procedure held in school.
	Lack of sleep	As above

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	At times of other fever or illness	As above
	Not eating well - low blood sugar	As above

Hay fever	Triggers	Advice
	Pollen - grass, tree, flower	Take medication as prescribed by the doctor. Stay indoors when pollen count is high, wear sunglasses and sun hat.

## Appendix 2

Related policies -

Accessibility Plan  
 Allegations against Staff  
 Behaviour management  
 Anti-Bullying  
 Child Protection  
 Data Protection  
 E-Safety  
 Exclusions  
 Health & Safety  
 Relationships & Sex Education  
 Looked after Children  
 Administering Medicines  
 Non smoking  
 PHSE  
 SEN  
 Whistle Blowing  
 Complaints

## Appendix 3 Further advice and resources:

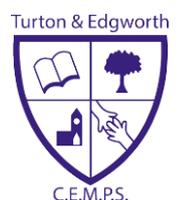
### Asthma UK

18 Mansell Street,  
 London E1 8AA  
 Helpline: 0300 222 5800  
 Email - [info@asthma.org.uk](mailto:info@asthma.org.uk)  
 Website: [www.asthma.org.uk](http://www.asthma.org.uk)

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**Epilepsy Action**

New Anstey House  
Gate Way Drive  
Yeadon, Leeds, LS19 7XY  
Helpline: 0808 800 5050  
Email: [helpline@epilepsy.org.uk](mailto:helpline@epilepsy.org.uk)  
Website: [www.epilepsy.org.uk](http://www.epilepsy.org.uk)

**Diabetes UK**

Macleod House  
10 Parkway  
London, NW1 7AA  
Helpline: 0345 123 2399  
Email: [info@diabetes.org.uk](mailto:info@diabetes.org.uk)  
Website: [www.diabetes.org.uk](http://www.diabetes.org.uk)

**The Anaphylaxis Campaign**

1 Alexandra Road  
Farnborough, Hampshire, GU14 6BU  
Helpline: 01252 542029  
Email: [info@anaphylaxis.org.uk](mailto:info@anaphylaxis.org.uk)  
Website: [www.anaphylaxis.org.uk](http://www.anaphylaxis.org.uk)

**British Heart Foundation**

Lyndon Place, 2096 Coventry Road,  
Sheldon, Birmingham, B26 3YU  
Helpline: 0300 330 3311  
Email: via website  
Website: [www.bhf.org.uk](http://www.bhf.org.uk)

**National Children's Bureau**

8 Wakeley Street,  
London, EC1V 7QE  
Helpline: 020 7843 6000  
Email: [enquiries@ncb.org.uk](mailto:enquiries@ncb.org.uk)  
Website: [www.ncb.org.uk](http://www.ncb.org.uk)

**Medical Conditions at School Website:**

[www.medicalconditionsatschool.org.uk](http://www.medicalconditionsatschool.org.uk)

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