



NETTLEWORTH INFANT AND NURSERY SCHOOL **SUPPORTING PUPILS WITH MEDICAL CONDITIONS**

We nurture, we flourish, we achieve

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Medical Conditions at School Policy

Key points

- It is our aim that pupils with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
- We aim to ensure that arrangements are in place in our school to support pupils with medical conditions.
- Our school leaders aim to consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.

Nettleworth School is an inclusive community that aims to support and welcome pupils with medical conditions.

- This school understands that it has a responsibility to make the institution welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.
- We aim to provide all children with all medical conditions the same opportunities as others at school.
- Pupils with medical conditions are encouraged to take control of their condition. Pupils feel confident in the support they receive from school to help them do this.
- We aim to include all pupils with medical conditions in all school activities.
- Parent/carers of pupils with medical conditions feel secure in the care their children receive at this school.
- Nettleworth School ensures all staff understand their duty of care to children in the event of an emergency.
- An emergency plan is agreed annually with staff.
- This school understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill-managed or misunderstood.
- All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact this can have on pupils.
- This policy is understood and supported by the whole school and local health community.

This school's medical conditions policy has been drawn up in consultation with a range of stakeholders within both the school and health settings.

These include:

- Parent/carers who complete their child's health care plan
- Head teacher/SENCO
- Learning Support Manager
- Teachers
- Teaching Assistants
- Members of staff trained in First Aid and paediatric First Aid
- M.D.S.A.'s
- All other school staff
- Local healthcare professionals-paediatricians/doctors
- Governors
- We recognise the importance of providing feedback to those involved in the development process and are committed to acknowledging input and providing follow-up to suggestions put forward.

This policy is supported by a clear communication plan for staff, parent/carers and other key stakeholders to ensure its full implementation.

Parents/carers are informed and reminded about the medical conditions policy:

- By including the policy statement on the *website* and sharepoint where it is available all year round.
- At the start of the year when communication is sent out about Healthcare plans.
- When the child is enrolled as a new pupil.

School staff are informed and regularly reminded about the policy

- In staff meetings.
- At scheduled medical training sessions.
- Through school- wide communication about results of the monitoring and evaluation of the policy.
- All supply and temporary staff are informed of the policy and their responsibilities.

Relevant local health staff are informed and reminded about this policy:

- Via links with the school nurse/health visitor.
- Through communication about results of monitoring and evaluation of the policy.

All Governors are informed and reminded about the policy:

- Through monitoring the policy.
- Via the school website.
- Discussion at Governor's meetings.

All staff understand what to do in an emergency for the most common serious medical conditions at school

- All staff are aware of the most common serious medical conditions at this school.
- Staff 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.
- Staff who work at this school receive training and know what to do in an emergency for the pupils in their care with medical conditions.
- Training for staff with First Aid certificates is carried out when these are due for renewal.
- Names of First Aiders are displayed in the meeting room and the Staffroom.
- The school uses Healthcare plans to inform the appropriate staff (including supply staff and support staff) of pupils in their care who may need emergency help.
- All staff know what to do in an emergency within school.
- If a pupil needs to be taken to hospital, and their parent/carer cannot be contacted, a member of staff will accompany them and stay with them until a parent/carer arrives. The school tries to ensure that the member of staff will be familiar to the child.

Nettleworth School has clear guidance on the administration of medication

Administration-emergency medication

- All pupils at this school with medical conditions have easy access to their own emergency medication.
- All pupils are encouraged to administer their own emergency medication when their parent/carers and health specialists determine they are able to start taking responsibility for their condition.
- Pupils who do not administer their own emergency medication know where their medication is stored and how to access it.

- The children 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.
- We understand the importance of medication being taken as prescribed.
- The administration staff are happy to take on the voluntary role of administering medication. Two members of staff check that the correct dose is administered. For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to pupils under the age of 16, but only with the written consent of the pupil's parent/carer.
- Training will be given to members of staff who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.
- All staff are aware 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.
- Parent/carers understand that if their child's medication changes or is discontinued, or the doses or administration method changes that they should notify the school immediately.
- If a pupil refuses their medication, staff will record this and follow procedures. Parent/carers are informed as soon as possible.
- All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They are notified of the condition, what to do in an emergency and any other support necessary, including any additional medication or equipment needed.
- If the member of staff, usually responsible for administering medication, is unavailable on the school off-site visit, the school will make alternative arrangements to provide the service. This will be addressed in the risk assessment for off-site activities.

Nettleworth School has clear guidance on the storage of medication at school

Safe storage – emergency medication

- Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities.
- Pupils carry their medication on them at all times when on an off-site visit.
- We will remind pupils to carry their medication with them.
- Pupils, whose healthcare professionals and parent/carers advise the school that their child will require support with their medication, know where to access their emergency medication.

Safe storage – non-emergency medication

- All non-emergency medication is kept in a secure place. Pupils with medical conditions know where their medication is stored and how to access it.
- Staff ensure that medication is only accessible to those for whom it is prescribed.
- Medication is signed in at the school office and is administered via the designated practitioner as per parental/carer instructions

Safe storage - general

- Medication that is kept in classrooms is stored in clear labelled plastic container inside a cupboard marked with a green cross.
- There is an identified member of staff who ensures the correct storage of medication at school.
- The identified member of staff, along with the parent/carers of pupils with medical conditions ensures that all emergency and non-emergency medication brought into school is clearly labelled with the child's name, the name and dose of the medication and the frequency of dose.

- All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the child's name, the name of the medication, the 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 this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. The refrigerator used for the storage of medication is in a secure area, inaccessible to unsupervised pupils.
- All medication is sent home at the end of the school year. Medication is not stored over the school holidays.
- If the child requires ongoing medication, it is the parent/carers responsibility to ensure new and in date medication comes into school at the beginning of the new academic year.

Safe disposal

- Parent/carers at this school are asked to collect out of date medication.
- If parent/carers do not collect out of date medication, it will be taken to the local pharmacy for safe disposal.
- A member of staff will check the dates of medication and for arranging the disposal of any that are out of date.
- Sharps boxes are used for the disposal of needles. Parent/carers obtain sharps boxes from their child's GP or paediatrician on prescription. All sharp boxes will be stored in a secure place.
- If a sharp box is needed on an off-site visit a named member of staff is responsible for its safe storage.
- Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

Nettleworth School has clear guidance about record keeping

Enrolment forms

- Parent/carers are asked if their child has any health conditions or health issues on the enrolment form, which is filled out prior to their child starting school.

Healthcare Plans

- We use Healthcare Plans to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further information can be attached to these if necessary.
- A Healthcare Plan is sent to all parent/carers of children with a long-term medical condition. This is sent:
 - at the start of the year
 - when a diagnosis is first communicated to the school
- If a pupil has a short-term medical condition that requires medication during the school day, parent/carers are asked to complete a form giving the school permission to administer it.
- Parent/carers and health professionals, if necessary are asked to complete the Healthcare Plan together. Parent/carers then return the form to school.
- The school will ensure that a relevant member of staff, if required, will help to complete the Healthcare Plan for pupils with complex needs.

School Healthcare Plan register

- Healthcare Plans are used to identify pupils with medical needs and a register of these children is established. A member of staff has responsibility for this.
- The member of staff follows up with parent/carers any further details on a pupil's Healthcare Plan required.

Ongoing communication and review of Healthcare Plans

- At the beginning of the school year we will remind parent/carers to update their child's Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms or if at least their medication and treatments change.
- Staff at this school use opportunities such as teacher-parent interviews (one per term) and home-school diaries to check that information held by the school on the child's condition is accurate and up to date.
- Every pupil with a Healthcare Plan has his or her plan reviewed at least once a year.

Storage and access to Healthcare Plans

- Healthcare Plans are filed in the school office and locked.
- All members of staff who work with these pupils have access to the Healthcare Plans.
- When a member of staff is new to the school, due to a staff absence, the school ensures that they are made aware of (and have access to) the Healthcare Plans of pupils in their care.
- The school ensures that all staff protects pupil confidentiality and adheres to GDPR
- We will seek permission from parent/carers to allow the Healthcare Plan to be sent ahead to emergency care staff, should an emergency happen during school hours.

Use of Healthcare Plans

Healthcare Plans are used by this school to:

- Inform the appropriate staff and supply teachers about the special educational needs of a pupil with a medical condition in their care.
- Remind pupils with a medical condition to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them when necessary.
- Identify common or important triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies. We use this information to help reduce the impact of common triggers.
- Ensure that all medication stored at school is within the expiry date.
- Ensure that, in the event of an emergency, local emergency services have an accurate summary of a pupil's current medical management.
- Remind parent/carers of pupils with medical conditions to ensure that any medication kept at school is within its expiry dates.

Consent to administer medicines

- If a child requires regular prescribed or non-prescribed medication at school parent/carers are asked to provide consent on their child's Healthcare Plan giving the pupil or staff permission to administer medication on a regular basis. A separate form is sent to parent/carers for pupils taking short courses of 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 child's Healthcare Plan.

Other record keeping

- Nettleworth 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, and time are recorded. If a pupil refuses to have medication administered parent/carers are informed as soon as possible.
- All school staff who volunteer to administer medication are provided with appropriate training if appropriate. The school keeps a register of staff who have had the relevant training.

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

- Nettleworth School is committed to providing a physical environment that is accessible to pupils with medical conditions.
- 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.
- We will consult with the PDSS team for advice to ensure that our environment is accessible for all its pupils.

Social interactions

- 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.
- We ensure the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended activities such as fun fit sessions, after school clubs, etc.
- All staff at this school are aware of the potential social problems that pupils with medical conditions may experience (being self-conscious, being bullied or developing emotional disorders). Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti bullying and behaviour policies.
- We use opportunities such as personal, social and health education (PSHE/RSE/SCARF) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

Exercise and physical activity

- We understand the importance of all pupils participating in sports, games and activities.
- This school ensures all teachers make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.
- Nettleworth ensures all teachers understand that pupils should not be forced to take part in an activity if they feel unwell.
- Teachers are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities.
- This school ensures that all staff are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.
- This school ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.
- We ensure all pupils with medical conditions are actively encouraged to take part in out-of-school clubs.

Education and learning

- 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.
- If a pupil is missing a lot of time at school. They have limited concentration, or they are frequently tired, all staff understand that this may be due to their condition.
- Teachers at this school are aware of the potential for pupils with medical conditions to have special educational needs or disability (SEND). Pupils with medical conditions who are finding difficulty keeping up with their class work, are referred to the SENDCo. The school's SENCo consults with the pupil, parent/carers and, if necessary, the pupil's healthcare professional to ensure the effect of the pupil's condition on their learning is considered.
- We need to ensure that lessons about common medical conditions are incorporated into PHSE/RSE lessons and other parts of the curriculum.
- Pupils at this school learn about what to do in the event of a medical emergency.

Nettleworth School is aware of the common triggers that can make medical conditions worse or bring on an emergency. We actively work towards reducing or eliminating these health and safety risks.

- This school is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers.
- School staff have received training on medical conditions. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions.
- We use Healthcare Plans to identify individual pupils who are sensitive to particular triggers.
- Full health and safety risk assessments are carried out on all out-of-school activities.
- The school will review medical emergencies and incidents to see how they could have been avoided. Appropriate changes to this policy and procedures are implemented after each review.

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

This school works in partnership with all interested and relevant parties including:

The school's employer has a responsibility to:

- Ensure the health and safety of all 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 e.g. visits.
- Ensure health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions.
- Provide indemnity for staff who volunteer to administer medication to pupils with medical conditions.

The school's Head Teacher has a responsibility to:

- Ensure the school is inclusive and welcoming.
- Liaise between all interested stakeholders.
- Ensure the policy is put into action, with good communication of the policy to all.
- Ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place, using pupils' Healthcare Plans.
- Ensure pupil confidentiality.
- Assess the training needs of all staff and arrange for them to be met.
- Delegate a member of staff to check the expiry dates of medicines kept at school.
- Delegate the monitoring and review of this policy annually with input from pupils, parent/carers, staff and external stakeholders.
- Update the policy at least once a year according to review recommendations and new legislation.

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 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 parent/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.
- 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 required.
- Not to assume that every child with the same condition requires the same treatment.

Teaching staff have a responsibility to:

- Ensure pupils who have been unwell catch up on missed schoolwork.
- Be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it
- Liaise with parent/carers special educational needs coordinator and healthcare professionals if a child is falling behind with their work because of their condition
- Use opportunities such as PSHE/RSE/SCARF and other areas of the curriculum to raise pupil awareness about medical conditions
- Be aware that they should not send pupils with medical conditions home frequently or prevent them from staying for normal school activities including lunch, unless this is a specified in their Health Care Plan.
- Ensure a child who is unwell is accompanied to the office in order to inform their parent/carers.
- Be aware of penalising children for their attendance record if their absences are related to their medical condition e.g. hospital appointment.
- Allow pupils to drink, eat or take a break whenever they need to in order to manage their medical condition effectively.
- Ensure parent/carers do not feel obliged to attend school to administer medication or provide medical support to their child including toileting issues.

The school nurse/health visitor has a responsibility to:

- Help update the school's medical 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.

First aiders have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school.
- When necessary ensure that an ambulance or other professional medical help is called.

Special Educational Needs Coordinator has a 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 teachers make the necessary arrangements if a pupil needs special consideration because of missed schoolwork and assist in outcome setting where necessary

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

- Complete the pupil's Healthcare Plan provided by parent/carers.

- Where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside school hours.
- Ensure the child knows how to take medication effectively.
- Ensure the children have regular reviews of their condition and their medication.
- Provide school with information and advice regarding individual children with medical conditions (with the consent of their parent/carers).

Pupils have a responsibility to:

- Treat other pupils with or without a medical condition equally.
- Tell their parent/carers, teacher or nearest member of staff when they are not feeling well.
- Know how to gain access to their medication in an emergency.
- If old and mature enough, know how to take their medicine when it is needed e.g. inhalers/diabetic medication.
- Ensure a member of staff is called in an emergency.

Parent/carers have a responsibility to:

- Tell the school if their child has a medical condition.
- Ensure the school has an up to date Healthcare Plan for their child.
- Inform school of the medicine the child needs during school hours.
- Inform the school of any medication their child may require when participating in off site visits or an out of school activity.
- Tell school of any changes to the child's medication.
- Inform school of any changes to the child's condition.
- Ensure all medication is correctly labelled with their child's name.
- Keep their child at home if they are not well enough to attend school.
- Ensure their child's medication is within the expiry date.
- Ensure their child catches up with any school work they may have missed with consultation from the school

Governor' have a responsibility to:

- Children and Families Act 2014 placed a duty on the Governing Body to make arrangements to support children at school with medical conditions.
- Highlight roles and responsibilities in supporting this policy.
- Ensure that arrangements are in place to support pupils with medical conditions. In doing so Governors should ensure that such children can access and enjoy the same opportunities at school as any other child.
- Should take into account that many of the medical conditions that require support at this 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.
- Ensure that arrangements give parent/carers and pupils confidence in the school's ability to provide support for medical conditions in school. The arrangements should show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and provide self-care.
- Ensure that staff are properly trained to provide the support that pupils need.
- Ensure the arrangements Governors put in place are sufficient to meet their statutory responsibility and should ensure that policies, plans, procedures and systems are properly and effectively implemented.
- Review the policy regularly and is readily accessible to parent/carers and school staff.
- Ensure that the arrangements put in place on how the school's policy will be implemented effectively, include a named person who has overall responsibility for policy implementation.
- It is the Governing body's responsibility to ensure the appropriate level of insurance is in place and appropriately reflects the level of risk.

Complaints

Should parent/carers be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure, a copy of which can be obtained on request.

Further Sources of Information

Section 21 of the Education Act 2002

This provides that governing bodies of maintained schools must in discharging their functions in relation to the conduct of the school promote the well-being of pupils at the school.

Section 175 of the Education Act 2002

This states that the governing bodies of maintained schools must make arrangements for ensuring that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the school.

Section 3 of the Children Act 1989

This provides a duty on a person with the care of a child (who does not have parental responsibility for the child) to do all that is reasonable in all the circumstances for the purposes of safeguarding or promoting the welfare of the child.

Section 17 Of the Children Act 1989

This gives local authorities a general duty to safeguard and promote the welfare of children in need in their area.

Section 10 of the Children Act 2004

This states that the local authority must make arrangements to promote co-operation between the authority and relevant partners (including the governing body of a maintained school, the proprietor

of an academy, clinical commissioning groups and the NHS Commissioning Board) with a view to improving the well-being of children, including their physical and mental health, protection from harm and neglect, and education. Relevant partners are under a duty to cooperate in the making of these arrangements.

The NHS Act 2006 – Section 3

This gives the Clinical Commissioning Groups a duty to arrange for the provision of health services to the extent the CCG considers necessary to meet the reasonable needs of the persons for whom it is responsible. Section 3A provides for a CCG to arrange such services as it considers appropriate to secure improvements in physical and mental health of, and in the prevention, diagnosis and treatment of illness, in the persons for whom it is responsible. Section 2A provides for local authorities to secure improvements to public health, and in doing so, to commission school nurses.

Governing bodies' duties towards disabled children and adults are included in the Equality Act 2010 and the key elements are;

- They **must not** discriminate against, harass or victimise disabled children and young people.
- They **must** make reasonable adjustments to ensure that disabled children and young people are not at a substantial disadvantage compared with their peers. This duty is anticipatory; adjustments must be planned and put in place in advance, to prevent that disadvantage.

Other Relevant Legislation

Section 2 of the Health and Safety at Work Act 1974 and the associated regulations, provides that it is the duty of the employer (the local authority, governing body or academy trust) to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety.

Under the Misuse of Drugs Act 1971 and associated Regulations the supply, administration, possession and storage of certain drugs are controlled. Schools may have a child that has been prescribed a controlled drug.

The Medicines Act 1968 specifies the way that medicines are prescribed, supplied and administered within the UK and places restrictions on dealings with medicinal products, including their administration.

Regulation 5 of the School Premises (England) Regulations 2012 (as amended) provide that maintained schools must have accommodation appropriate and readily available for use for medical examination and treatment and for the caring of sick or injured pupils. It **must** contain a washing facility and be reasonably near to a toilet. It **must not** be teaching accommodation. Paragraph 23B of Schedule 1 to the Independent Schools (England) Regulations 2010 replicates this provision for independent schools (including academy schools and alternative provision academies).

The Special Needs Code of Practice

Section 25 of the Children and Families Act 2014 places a duty on Local Authorities that should ensure integration between educational provision and training provision, health and social care provision, where this would promote wellbeing and improve the quality of provision for disabled young people and those with SEN.

Partner commissioning bodies **must** make joint commissioning arrangements for education, health and care provision for children and young people with SEN or disabilities (Section 26 of the Act). The term "partners" refers to the local authority and its partner commissioning bodies across education, health and social care provision for children and young people with SEN or disabilities, including clinicians commissioning arrangements and the NHS England for specialist health provision

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf