

HSaWE-05-Medical Conditions

1 INTRODUCTION

1.1 This school is an inclusive community that aims to support and welcome students with medical conditions. **This policy covers food intolerances that are not covered by the Food Allergy Policy.**

- The Trust understands that it has a responsibility to make the school welcoming and supportive to students with medical conditions who currently attend and to those who may enrol in the future.
- The Trust aims to provide all children with medical conditions the same opportunities as others at school, and will help to ensure they can:
 - Be healthy;
 - Stay safe;
 - Enjoy and achieve;
 - Make a positive contribution;
 - Achieve economic well-being.
- Students with medical conditions are encouraged to take control of their condition. Students feel confident in the support they receive from the school to help them do this.
- The Trust aims to include all students with medical conditions in all school activities.
- The Trust ensures all staff understand their duty of care to children and young people in the event of an emergency.
- All staff feel confident in knowing what to do in an emergency.
- The Trust understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

1.2 The medical conditions policy is supported by a clear communication plan for staff, parents, and students to ensure its full implementation.

- Parents are informed about this Medical Conditions policy:
 - At the start of the school year when communication is sent out about healthcare plans,
 - In the school newsletter at intervals in the school year,
 - When their child is enrolled as a new student,
 - Via the school's website, where it is available all year round.
- School staff are informed and reminded about this Medical Conditions policy:
 - Via the school medical register,
 - At scheduled medical conditions training.



1.3 First Aid trained staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school.

- First Aid trained staff are aware of the most common serious medical conditions at this school.
- Staff at the Trust understand their duty of care to students 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.
- First Aid trained and PE staff who work with groups of students at this school know what to do in an emergency for the students in their care with medical conditions.
- Training is refreshed for first aiders and PE staff on a regular basis.
- Action for staff to take in an emergency for asthma/epilepsy/anaphylaxis and diabetes is displayed in the staff room, PE department and food preparation rooms.

1.4 All staff understand 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;
 - How to contact a first aid member of staff or Lead First Aider within medical room.
- Training is refreshed for staff on a regular basis.
- Action to take in a general medical emergency is displayed in prominent locations for staff, the staff room, PE department and food preparation rooms.
- If a student needs to be taken to hospital, a member of staff will accompany them if parents are unavailable, or school will ask a parent to meet the ambulance at casualty.
- Staff should not take students to hospital in their own car.

1.5 The school has clear guidance on the administration of medication at school:

- All students at this school with medical conditions have access to their emergency medication.
- All students are encouraged to carry and administer their own emergency medication i.e. inhalers, epipens and insulin, with a spare being kept in a locked cabinet in the Medical Room.
- Students who do not carry and administer their own emergency medication know where their medication is stored and how to access it.

2 ROLE OF TRUST BOARD AND COMMITTEES

2.1 The Trust Board has overall responsibility for health and safety. It has delegated responsibility to the Audit Committee for monitoring the implementation of health and safety policies.

3 ROLE OF PRINCIPAL AND SENIOR LEADERSHIP TEAM

- 3.1 The Principal has been delegated operational responsibility for health and safety by the Trust Board and is responsible for ensuring health and safety regulations are followed, in order 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 students, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, the School Medical Officer, parents and trustees.
 - Ensure the policy is put into action, with good communication of the policy to all.
 - Ensure every aspect of the policy is maintained.
 - Ensure information held by the school is accurate and up to date and that there are good information sharing systems in place using student's healthcare plans.
 - Ensure student confidentiality.
 - Assess the training and development needs of staff and arrange for them to be met.
 - Ensure all supply staff and new teachers know the medical conditions policy.
 - Update the medical policy at least once a year according to review recommendations and recent local and national guidance and legislation.

4 GENERAL ADMINISTRATION

- 4.1 All use of medication that is defined as a controlled drug, even if the student can administer the medication themselves, is done under the supervision of the Duty First Aider.
- 4.2 Heart of England School understands the importance of medication being taken as prescribed. All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a student taking medication unless they have been specifically contracted to do so.
- 4.3 The Duty First Aider is able to administer medication.
- 4.4 For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to students under the age of 16, but only with the written consent of the student's parent. Training is given to all staff members who agree to administer medication to students, where specific training is needed.
- 4.5 Parents at Heart of England 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.
- 4.6 All staff attending off-site visits are aware of all students 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.

5 STORAGE OF MEDICINE AT SCHOOL

5.1 The Trust has clear guidance on the storage of medication at school.

- Safe storage – emergency medication (Auto-injector)
 - Emergency medication is readily available to students who require it at all times in medical room during the school day. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available from the office and with the School Medical Officer.
 - All students carry their own Auto-injectors at all times and a spare kept in medical room.
 - Students are reminded to carry their emergency medication with them.
- Safe storage – non-emergency medication
 - All non-emergency medication is kept in a lockable cupboard in the Medical Room. Students 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.
- Safe storage – general
 - The School Medical Officer ensures the correct storage of medication at school
 - During the last week of term the School Medical Officer checks the expiry dates for all medication stored at school
 - The School Medical Officer along with the parents of students with medical conditions, ensures that all emergency and non-emergency medication brought into school is clearly labelled and in original container with the student's name, the name and dose of medication and the frequency of dose. This includes all medication that students carry themselves
 - Some medication at Heart of England School may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled in the medical room.
 - 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
 - Parents are asked to collect out of date medication.
 - If parents do not collect out of date medication by the end of the academic year, medication is taken to a local pharmacy for safe disposal.
 - Parents are responsible for ensuring the dates of medication and arranging for the disposal of any that have expired.

6 RECORD KEEPING

6.1 The Trust has clear guidance about record keeping. Parents at Heart of England School are asked if their child has any health conditions on the enrolment form, which is filled out at the start of each school year. Parents of new students starting at other times during the year are also asked to provide this information on enrolment forms.

- The data provided is stored on SIMS.

6.2 Healthcare Plans

- Heart of England School uses a Care Plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. These Care Plans are held in the School Medical Officer's office.
- A Care Plan devised in conjunction with the parents and the School Nurse, accompanied by an explanation of why and how it is used, is sent to all parents of students with a long-term medical condition. This is sent:
 - At the start of the school year,
 - At enrolment,
 - When a diagnosis is first communicated to the school.
- If a student with asthma needs emergency medication during school hours and they do not have their own inhaler, then the school can administer some from the school's supply providing the parent(s) has given permission (see HSaWE-A05-1-Medical Conditions-Emergency Administration of Ventolin-Salbutamol-00 for form).
- If a student has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent home for completion plus consent to administer medication form (see HSaWE-A05-2-Medical Conditions-Administration Prescribed Medication-00 for form).
- Parents are regularly reminded to inform the School Medical Officer if their child has a medical emergency or if there have been changes to their symptoms, or their medication and treatments change. This is to ensure the healthcare plans can be updated accordingly.

6.3 School Medical register: Healthcare plans are used to create a centralised register of students with medical needs. The School Medical Officer has responsibility for the register at Heart of England School.

6.4 Students not covered by Care Plans

- Students may have conditions which require medication from time to time but which are not covered by a Care Plan e.g. Migraine, Period Pain, Hayfever
- Parents need to complete appropriate permission for the administration of this medication (see HSaWE-A05-3-Medical Conditions-Administration Non-Prescribed Medication-00 for form)
- Parents need to provide the medication
- The date of the medication and the amount left needs to be monitored in the same way as all the prescribed medication
- The First Aider administering the medication needs to record the date/time/dose of medication given



7 WHOLE SCHOOL ENVIRONMENT

7.1 Heart of England School ensures that the whole school environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

7.2 Physical environment

- This school is committed to providing a physical environment that is accessible to students with medical conditions.

7.3 Exercise and physical activity

- This school understands the importance of all students taking part in sports, games, and activities.
- The Trust ensures classroom teachers, PE staff make appropriate adjustments to sports, games, and other activities to make physical activity accessible to all students.
- Teachers and PE staff are aware of students in their care who have been advised to avoid or take special precautions with particular activities.
- The Trust ensures PE staff are aware of the potential triggers for students' medical conditions when exercising and how to minimise these triggers.

7.4 Education and learning

- The Trust ensures that students with medical conditions can participate fully in all aspects of the curriculum and ensures appropriate adjustments and extra support are provided.
- Staff are aware of the potential for students with medical conditions to have special educational needs (SEND). Students with medical conditions who are finding it difficult to keep up with their studies are referred to the SENCO. The school's SENCO consults the student, parents, and student's healthcare professional to ensure the effect of the student's condition on their schoolwork is properly considered

8 RESPONSIBILITIES

8.1 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 all school staff, parents, employers and community healthcare professionals to ensure the policy is planned, implemented and maintained successfully. The following roles and responsibilities are used for the medical policy at this school. These roles are understood and communicated regularly.

Employer

8.2 The Trust 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 students). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips.
- Make sure the medical policy is effectively monitored and evaluated and regularly updated.
- Provide indemnity to staff who volunteer to administer medication to students with medical conditions.

All school staff

8.3 All staff at the Trust have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of very common medical conditions and know what to do in an emergency.
- Understand the medical policy.
- Know which students in their care have a medical condition.
- Allow all students to have immediate access to their emergency medication.
- Ensure there is effective communication with parents including informing them if their child has been unwell at school.
- Ensure students who carry their medication with them have it when they go on a school visit or out of the classroom.
- Understand that students with medical conditions can be bullied or need extra social support. Be observant and, if this is noticed, intercede.
- Ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure students have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teaching staff

8.4 Teachers at this school have a responsibility to:

- Ensure students who have been unwell catch up on missed schoolwork with the support of parent/carer
- Be aware that medical conditions can affect a student's learning and provide extra help when students need it.
- Liaise with parents, the student's healthcare professional and special educational needs coordinator if a student is falling behind with their work because of their condition.



School Nurses

8.5 The School Nurses for Heart of England have a responsibility to:

- Work in partnership with the school on the medical conditions policy.
- Provide regular training for school staff in managing the most common medical conditions in school.
- Provide information about where the school can access other specialist training.
- Ensure healthcare plans are completed and reviewed annually.

First aiders

8.6 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 within the school.
- When necessary ensure that an ambulance or other professional medical help is called.
- Give and record medication (as directed by this policy)

Special Educational Needs and Disabilities (SEND)

8.7 The SENCO and relevant members of support staff have responsibility, where appropriate, to:

- Help update the school's medical condition policy.
- Know which students have a medical condition and who have special educational needs because of their condition.
- Ensure teachers make the necessary arrangements if a student needs special consideration or access arrangements in exams or coursework.

Local doctors and specialist healthcare professionals

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

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

Students

8.9 The students at this school have a responsibility to:

- Treat other students 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 student is feeling unwell.
- Treat all medication with respect:
 - NOT carry medication on them during the school day;
 - NOT share medication with anyone else;
 - Know the safe dosage of any medication that they take.
- Know how to gain access to their medication in an emergency.
- Ensure a member of staff is called in an emergency situation
- Ensure that they catch up on any school work they have missed.

Parents (or person or body with parental responsibility)

8.10 The parents of a student 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 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 and in original container with their child's name.
- Ensure medication is within expiry dates and dispose of expired medication.
- Keep 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.

9 AUTHOR

- 9.1 The author of this policy is the Compliance Officer They should be contacted for any points of clarification or suggested future amendments.

10 VERSION CONTROL

| | |
|---|--|
| Policy Number | HSaWE-05-Medical Conditions |
| Policy Name | Medical Conditions Policy |
| Version Number | 02 |
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| Approved by | Full Trust Board |
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| Key changes since previous version | <ul style="list-style-type: none"> • Reformatted in line with current standards • added clarification over food intolerances • Appendices removed to separate documents |
| Next Review Date | September 2023 |



APPENDIX

HSAWE-A05-1-MEDICAL CONDITIONS-EMERGENCY

ADMINISTRATION OF VENTOLIN/SALBUTAMOL

1 INTRODUCTION

- 1.1 The form **on the next page** is the one you must complete when your child may need to have emergency Ventolin/Salbutamol administered because of their medical condition.
- 1.2 This is linked to the Medical Conditions Policy

2 APPENDIX AUTHOR

- 2.1 The author of this appendix is the Compliance Officer. They should be contacted for any points of clarification or suggested future amendments.

3 VERSION CONTROL

| | |
|---|--|
| Appendix Number | HSaWE-A05-1 |
| Appendix Name | Medical Conditions-Emergency Administration of Ventolin/Salbutamol |
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| Date of Approval | October 2022 |
| Key changes since previous version | Forms separated from policy |
| Next Review Date | September 2023 |



APPENDIX

CONSENT TO ADMINISTER EMERGENCY VENTOLIN/SALBUTAMOL

INHALER

Please complete this form and then send a scan/photograph of it to
office@heart-england.co.uk

The First Aiders will not give any medication unless this form is completed and signed.

Dear Principal

In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive Ventolin/Salbutamol from an emergency inhaler held by the school for such emergencies.

| | | |
|-------------------------|--|--|
| Student's Name | | |
| Student's Date of Birth | | |
| School Year | | |
| Tutor Group | | |
| Student's Address | | |

This medication was prescribed by the following GP, whom you may contact for verification.

| | | |
|---------------------|--|--|
| Name of GP | | |
| Condition diagnosed | I confirm that my child has been diagnosed with asthma and has been prescribed an inhaler. | |

I confirm that it is necessary to give this medication during the school day.

| | | |
|---------------------------|--|--|
| Name of Parent/Carer | | |
| Phone Number | | |
| Signature of Parent/Carer | | |
| Date | | |
| Additional Notes | | |



APPENDIX

**HSAWE-A05-2-MEDICAL CONDITIONS-
ADMINISTRATION OF PRESCRIBED MEDICATION**

1 INTRODUCTION

- 1.1 The form **on the next page** is the one you must complete when your child needs to have prescribed medication administered because of their medical condition.
- 1.2 This is linked to the Medical Conditions Policy

2 APPENDIX AUTHOR

- 2.1 The author of this appendix is the Compliance Officer. They should be contacted for any points of clarification or suggested future amendments.

3 VERSION CONTROL

| | |
|---|---|
| Appendix Number | HSaWE-A05-2 |
| Appendix Name | Medical Conditions- Administration of Prescribed Medication |
| Version Number | 00 |
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| Key changes since previous version | Forms separated from policy |
| Next Review Date | September 2023 |



APPENDIX

CONSENT TO ADMINISTER PRESCRIBED MEDICATION

Please complete this form and then send a scan/photograph of it to
office@heart-england.co.uk

The First Aiders will not give any medication unless this form is completed and signed.

Dear Principal

I consent for my_child to receive the prescribed medication.

| | | |
|-------------------------|--|--|
| Student's Name | | |
| Student's Date of Birth | | |
| School Year | | |
| Tutor Group | | |
| Student's Address | | |

This medication was prescribed by the following GP, whom you may contact for verification.

| | | |
|---|--|--|
| Name of GP | | |
| Condition diagnosed | | |
| Name of medication | | |
| Final Date for administering medication | | |

I confirm that it is necessary to give this medication during the school day.

| | | |
|---------------------------|--|--|
| Name of Parent/Carer | | |
| Phone Number | | |
| Signature of Parent/Carer | | |
| Date | | |
| Additional Notes | | |

APPENDIX

HSaWE-A05-3-MEDICAL CONDITIONS-

ADMINISTRATION OF NON-PRESCRIBED MEDICATION

1 INTRODUCTION

- 1.1 The form **on the next page** is the one you must complete when your child needs to have prescribed medication administered because of their medical condition.
- 1.2 This is linked to the Medical Conditions Policy

2 APPENDIX AUTHOR

- 2.1 The author of this appendix is the Compliance Officer. They should be contacted for any points of clarification or suggested future amendments.

3 VERSION CONTROL

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| Appendix Name | Medical Conditions-Administration of Non-Prescribed Medication |
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| Key changes since previous version | Forms separated from policy |
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APPENDIX

CONSENT TO ADMINISTER NON-PRESCRIBED MEDICATION

Please complete this form and then send a scan/photograph of it to
office@heart-england.co.uk

The First Aiders will not give any medication unless this form is completed and signed.

Use this form if your child need to have medication for conditions such as hay fever, migraine, or period pains, where over the counter medication is commonly advised.

Dear Principal

I consent for my_child to receive the non-prescribed medication.

| | | |
|-----------------------------------|--|--|
| Student's Name | | |
| Student's Date of Birth | | |
| School Year | | |
| Tutor Group | | |
| Student's Address | | |
| Condition being treated | | |
| Name of non-prescribed medication | | |

I confirm that it is necessary to give this medication during the school day, in order for my child to remain well enough to stay in school for lessons.

| | | |
|---------------------------|--|--|
| Name of Parent/Carer | | |
| Phone Number | | |
| Signature of Parent/Carer | | |
| Date | | |
| Additional Notes | | |