



Excalibur Academies Trust

SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY – Jan 2016

Policy Revision History		
St John's and Ogbourne Supporting Pupils with Medical Conditions Policies combined into an Excalibur Academies Trust policy.	January 2016	Sarah Cardy

Policy Framework

These points provide the essential framework for Excalibur Academies Trust Supporting Pupils with Medical Conditions Policy.

1. Excalibur Academies Trust is an inclusive community that aims to support and welcome students with medical conditions and where possible include them in all school activities
2. This policy is drawn up in consultation with a wide-range of local key stakeholders within both Excalibur Academies Trust and health settings.
3. This policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation.
4. Designated staff understand and are trained in what to do in an emergency for the most common serious medical conditions and staff understand and are trained in general emergency procedures. All staff understand their duty of care to students in the event of an emergency.
5. Excalibur Academies Trust has clear guidance on the administration of medication at school, the storage of medication at school, and has clear guidance about record keeping.
6. Excalibur Academies Trust 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.

Policy guidelines

Excalibur Academies Trust aims to provide all students with 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.

Students with medical conditions are encouraged to take control of their condition and students feel confident in the support they receive from their own school to help them do this.

All staff are aware of the most common serious medical conditions of the students at their school and understand and are trained in what to do in an emergency for the most common serious medical conditions. They understand their duty of care to students in the event of an emergency. In an emergency situation St John's staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.

Designated staff who work with groups of students at Excalibur Academies Trust schools receive training and know what to do in an emergency for the students in their care with medical conditions, with training being refreshed on an annual basis.

Staff (including supply teachers and support staff) are made aware of how to access Healthcare Plans to inform them of students in their care who may need emergency help.

Excalibur Academies Trust has procedures in place so that a copy of the student's Healthcare Plan is sent to the emergency care setting with the student. 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.

Generally, staff should not take students to hospital in their own car.

Administration of medication – emergency medication

All students at Excalibur Academies Trust with medical conditions have easy access to their emergency medication.

All students are encouraged to carry and administer their own emergency medication, when their parents/carers and health specialists determine they are able to start taking responsibility for their condition. All students carry their emergency medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits.

Students who do not carry and administer their own emergency medication know where their medication is stored and how to access it and understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their medication safely.

Administration of medication – general

All use of medication defined as a controlled drug, even if the student can administer the medication themselves, is done under the supervision of a named member of Excalibur Academies Trust staff. 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.

There are designated members of staff who have been specifically contracted to administer medication. Many other members of staff are happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer prescribed 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.

All Excalibur Academies Trust staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as administering medication.

In some circumstances medication is only administered by an adult of the same gender as the student, and preferably witnessed by a second adult.

Parents/carers 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 in writing.

If a student refuses their medication, staff record this and follow procedures. Parents/carers are informed as soon as possible.

All staff attending off-site visits are aware of any 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.

If a trained member of staff, who is usually responsible for administering medication, is not available alternative arrangements will be made to provide the service. This is always addressed in the risk assessment for off-site activities.

If a student misuses medication, either their own or another student's, their parents/carers are informed as soon as possible. These students are subject to Excalibur Academies Trust usual disciplinary procedures.

Safe storage – emergency medication

Emergency medication is readily available to students who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.

Students, whose healthcare professionals and parents/carers advise Excalibur Academies Trust that their child is able and old enough to, self-manage and carry their own emergency medication. Those, whose healthcare professionals and parents/carers advise Excalibur Academies Trust that their child is not yet able or old enough to self-manage and carry their own emergency medication, know exactly where to access their emergency medication.

Safe storage – non-emergency medication

All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. 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

There is an identified member of staff who ensures the correct storage of medication at each Excalibur Academies Trust school. All controlled drugs are kept in a locked cupboard and only named staff have access, even if students normally administer the medication themselves.

It is the responsibility of parents/carers to ensure their child's medication is always in date. In addition to this, three times a year the identified member of staff checks the expiry dates for all stored medication.

The identified member of staff, along with the parents/carers of students with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labelled with the student's name, the name and dose of the medication and the frequency of dose. This includes all prescribed medication that students carry themselves.

Only prescription medication can be given at school.

All medication must be supplied and stored in its original packaging and containers as supplied by the dispensing pharmacist. All medication is labelled with the pharmacist's label showing the student's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.

Any changes in dosage instructions must be in writing from the parents/carers.

Medication is stored in accordance with instructions, paying particular note to temperature. Some medication may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised students or lockable as appropriate.

All medication is sent home with students at the end of the school year. Medication is not stored over the summer holidays.

It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

Safe disposal

Parents/carers are asked to collect out-of-date medication. If parents/carers 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.

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

Sharps boxes are used for the disposal of needles. Parents/carers obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis. If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy or to school or the student's parent.

Admissions forms

Parents/carers at all Excalibur Academies Trust schools are asked if their child has any health conditions or health issues on the admission form, which is filled out at when the child starts school. Parents/carers are reminded annual to keep this information updated.

Healthcare Plans

Healthcare Plans are used to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. If a student has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent to the student's parents/carers to complete.

The parents/carers, healthcare professional and student with a medical condition, are asked to fill out the student's Healthcare Plan together. Parents/carers then return these completed forms to school. A relevant member of school staff is also present, if required to help draw up a Healthcare Plan for students with complex healthcare or educational needs.

School Healthcare Plan register

Healthcare Plans are used to create a centralised register of students with medical needs. An identified member of staff has responsibility for the register at each school. The responsible member of staff follows up with the parents/carers any further details on a student's Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

Every student with a Healthcare Plan has their plan discussed and reviewed at least once a year. All members of staff who work with groups of students have access to the Healthcare Plans of students in their care. When a member of staff is new to a student group, for example due to staff absence, the member of staff responsible for Healthcare Plans will make sure that they are made aware of (and have access to) the Healthcare Plans of students in their care. Permission is sought from the student and parents/carers before sharing any medical information with any other party, such as when a student takes part in a work experience placement.

Use of Healthcare Plans

Healthcare Plans are used by Excalibur Academies Trust to:

- inform the appropriate staff and supply teachers about the individual needs of a student with a medical condition in their care
- identify common or important individual triggers for students with medical conditions at school that bring on symptoms and can cause emergencies.
- to help reduce the risk of common triggers
- ensure local emergency care services have a timely and accurate summary of a student's current medical management and healthcare in the event of an emergency

Consent to administer medicines

If a student requires regularly prescribed or emergency medication, parents/carers are asked to complete the Parental Consent to Administer Medication Form.

Residential visits

Parents/carers are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the student's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the student manage their condition while they are away. This includes information about medication not normally taken during school hours.

All residential visit forms are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. These are accompanied by a copy of the student's Healthcare Plan.

All parents/carers of students with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required. The residential visit form also details what medication and what dosage the student is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the student manage their condition while they are away.

Other record keeping

An accurate record is kept of each occasion an individual student is given or supervised taking medication. Details of the supervising staff member, student, dose, date and time are recorded. If a student refuses to have medication administered, this is also recorded and parents/carers are informed as soon as possible.

A log of medical condition training is kept by each school and reviewed every 12 months to ensure all new staff receive training. All staff who are contracted to administer rescue medication are provided with

training by a healthcare professional. A register is kept of staff who have had the relevant training and who have agreed to administer rescue medication and have received the relevant training.

Inclusion

Excalibur Academies Trust 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

Excalibur Academies Trust ensures the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school. Students with medical conditions have full access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits.

All staff are aware of the potential social problems that students with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the anti-bullying and behaviour policies.

Staff use opportunities such as Well-Being/PHSE lessons to raise awareness of medical conditions amongst students and to help create a positive social environment.

Staff ensure all students have the appropriate medication or food with them during physical activity and that students take them when needed.

All students with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Residential visits

Risk assessments are carried out by Excalibur Academies Trust prior to any out-of-school visit and medical conditions are considered during this process. Factors considered include: how all students 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.

Risk assessments are carried out before students start any work experience or offsite educational placement. It is the school's responsibility to ensure that the placement is suitable, including travel to and from the venue for the student. Permission is sought from the student and their parents/carers before any medical information is shared with an employer or other education provider.

The Supporting Pupils with Medical Conditions policy is regularly reviewed, evaluated and updated.