



Supporting Students with Medical Conditions – Policy and Protocols

(ratified by the Full Governing Body on 16th October 2018)

Review Cycle: 2 Years – Autumn Term

Review By: Leadership Team, Governors Sub-Committee
(Behaviour and Attendance)

Contents:

Policy Statement; Administration - Emergency Medication; Administration - General; Safe Storage - Emergency Medication; Safe Storage - Non Emergency Medication; Safe Storage - General; Safe Disposal; New Student Forms; Care Plans; Consent to Administer Medication; Residential Visits; Other Record Keeping; Academy Environment; Complaints

Alcester Academy is an inclusive community that aims to support and welcome pupils with medical conditions

The academy 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. It aims 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 the academy to help them do this.
- The academy aims to include all pupils with medical conditions in all school activities.
- Parents/carers* of pupils with medical conditions feel secure in the care their children receive at Alcester Academy.
- The school 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.
- This academy 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 Alcester Academy. Staff receive training, where appropriate, on the impact this can have on pupils.
- The medical conditions policy is understood and supported by the whole school and local health community.
- The medical conditions policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation
- Pupils are informed and regularly reminded about the medical conditions policy:
 - through the academy's pupil representative body
 - in the academy newsletter at several intervals in the school year
 - through school-wide communication about results of the monitoring and evaluation of the policy.
- Parents/carers are informed and regularly reminded about the medical conditions policy:
 - in the academy newsletter at several intervals in the school year
 - when their child is enrolled as a new pupil
 - via the academy's website where it is available all year round
- School staff are informed and regularly reminded about the medical conditions policy:
 - through copies handed out at the first staff meeting of the school year and before Care Plans are distributed to parents
 - at scheduled medical conditions training
 - through the key principles of the policy being displayed in several prominent staff areas at this academy
 - all supply and temporary staff are informed of the policy and their responsibilities.

All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at Alcester Academy.

- All staff at the academy are aware of pupils with the most common serious medical conditions.
- Staff understand their duty of care to pupils in the event of an emergency. In an emergency situation staff are required, under common law duty of care, to act like any reasonably prudent parent. This may include administering medication.
- All staff who work with groups of pupils at the academy receive training and know what to do in an emergency for the pupils in their care with medical conditions.
- Training is refreshed for all staff in line with statutory recommendations.
- Action for staff to take in an emergency for the common serious conditions at this academy is displayed in prominent locations for all staff, including classrooms, kitchens and the staff room.
- The academy uses Care Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.

- Alcester Academy has procedures in place so that a copy of the pupil's Care 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.

All staff understand and are trained in the academy'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
 - who to contact within the academy.
- Training is refreshed for all staff in line with statutory recommendations.
- Action to take in a general medical emergency is displayed in prominent locations for staff. These include classrooms, the staff room, food preparation areas and sporting facilities.
- If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent/carer arrives. The academy tries to ensure that the staff member will be one the pupil knows.
- Generally, staff should not take pupils to hospital in their own car. This academy has clear guidance from the local authority on when (and if) this is appropriate.

Alcester Academy has clear guidance on the administration of medication at school

Administration – emergency medication

- All pupils with medical conditions have easy access to their emergency medication.
- All pupils are encouraged to carry and administer their own emergency medication, when their parents/carers and health specialists determine they are able to start taking responsibility for their condition. All pupils carry their emergency medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits.
- Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it.
- Pupils who do not carry and administer their own emergency medication understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their medication safely.

Administration – general

- All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of a named member of staff at this academy.
- This academy 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 pupil taking medication unless they have been specifically contracted to do so.
- There are several members of staff at the academy 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 and non-prescribed medication to pupils under the age of 16, but only with the written or verbal consent of the pupil's parent/carer.
- Training is given to all staff members who agree to administer medication to pupils, where specific training is needed.
- All academy staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as administering medication.
- In some circumstances, medication is only administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult.
- Parents/carers at this academy understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the academy immediately.

- If a pupil at the academy refuses their medication, staff record this and follow procedures. Parents/carers are informed as soon as possible.
- If a pupil at this academy needs supervision or access to medication during home to school transport organised by the local authority, properly trained escorts are provided. All drivers and escorts have the same training as school staff, know what to do in a medical emergency and are aware of any pupils in their care who have specific needs. If they are expected to supervise or administer emergency medication, they are properly trained and have access to the relevant Care Plans.
- All staff attending off-site visits are aware of any pupils with medical conditions on the visit.
- If a trained member of staff who is usually responsible for administering medication is not available, this academy makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.
- All pupils are responsible for bringing their medication on a trip/off site activity, even if it is a preventative. Without this, students will not be allowed to participate.
- If a pupil misuses medication, either their own or another pupil's, their parents/carers are informed as soon as possible. These pupils are subject to the academy's usual disciplinary procedures.

Alcester Academy 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. 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.
- Most pupils at the academy carry their emergency medication on them at all times. Pupils keep their own emergency medication securely.
- Pupils are reminded to carry their emergency medication with them.
- It is the responsibility of parents/carers to supply emergency medication to the academy. The academy will not be held responsible when this has not happened.
- Pupils, whose healthcare professionals and parents/carers advise the academy 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. 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.

Safe storage – general

- There is an identified member of staff who ensures the correct storage of medication at the academy.
- All controlled drugs are kept in a locked cupboard and only named staff have access, even if pupils normally administer the medication themselves.
- Three times a year the identified member of staff checks the expiry dates for all medication stored at the academy.
- The identified member of staff, along with the parents/carers of pupils with medical conditions, ensure that all emergency and non-emergency medication brought in to the academy is clearly labelled with the pupil's name, the name and dose of the medication and the frequency of dose. This includes all medication that pupils carry themselves.
- All medication is supplied and stored, 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.
- Medication is stored in accordance with instructions, paying particular note to temperature.
- Some medication for pupils at this academy may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of

medication are in a secure area inaccessible to unsupervised pupils or lockable as appropriate.

- All medication is sent home with pupils at the end of the school year. Medication is not stored in summer holidays.
- It is the parents/carers responsibility to ensure new and in date medication comes into the academy on the first day of the new academic year.

Safe disposal

- Parents at this academy are asked to collect out-of-date medication.
- 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.
- 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 in this academy 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 the academy or the pupil's parent.
- Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

This academy has clear guidance about record keeping.

New Student Forms

- Parents/carers at Alcester Academy 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/carers of new pupils starting at other times during the year are also asked to provide this information on enrolment forms.
- If a child's health needs change, it is the parents/carers responsibility to update the school on these changes.

Care Plans

Drawing up Care Plans

- This academy uses a Care 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.
- The parents/carers, the healthcare professional and the pupil with a medical condition are asked to complete a pupil's Care Plan together. Parents/carers then return these completed forms to the school.
- The academy ensures that a relevant member of school staff is also present, if required, to help draw up a Care Plan for pupils with complex healthcare or educational needs.

School Care Plan register

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

Ongoing communication and review of Care Plans

- Parents/carers at the academy are regularly reminded to update their child's Care 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.
- Every pupil with a Care Plan at this academy has their plan discussed and reviewed at least once a year.

Storage and access to Care Plans

- Parents/carers and pupils at this academy are provided with a copy of the pupil's current agreed Care Plan.
- Care Plans are kept in a secure central location at the academy.
- Apart from the central copy, specified members of staff (agreed by the pupil and parents/carers) securely hold copies of pupils' Care Plans. These copies are updated at the same time as the central copy.
- All members of staff who work with groups of pupils have access to the Care Plans of pupils in their care.
- When a member of staff is new to a pupil group, for example due to staff absence, the academy makes sure that they are made aware of (and have access to) the Care Plans of pupils in their care.
- The academy ensures that all staff protect pupil confidentiality.
- Alcester Academy seeks permission from parents/carers to allow the Care 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. This permission is included on the Care Plan.
- The academy seeks permission from the pupil and parents/carers before sharing any medical information with any other party, such as when a pupil takes part in a work experience placement.

Consent to administer medicines

- If a pupil requires regular prescribed or non-prescribed medication at school, parents/carers are asked to provide consent on their child's Care Plan giving the pupil or staff permission to administer medication on a regular/daily basis, if required.
- All parents/carers of pupils with a medical condition who may require medication in an emergency are asked to provide consent on the Care Plan for staff to administer medication.
- If a pupil requires regular/daily help in administering their medication, the academy outlines the academy's agreement to administer this medication on the pupil's Care Plan. The academy and parents/carers keep a copy of this agreement.
- Parents/carers of pupils with medical conditions at the academy are asked at the start of the school year, within the Care Plan, if they and their child's healthcare professional believe the child is able to manage, carry and administer their own emergency medication.

Residential visits

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

- The academy will work with students, parents and health professionals in order to ensure that any child with a medical need is not disadvantaged as a result of this under Equal Opportunities guidance. Trips taking place within the school day in order to support the curriculum are considered to be essential to all children's education. Residential trips will be supported by the academy as long as the nature of the trip does not pose a threat to the safety or well-being of the student based around their medical condition.
- All residential visit forms are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. These are accompanied by a copy of the pupil's Care Plan.
- All parents/carers of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.
- The residential visit form also details what medication and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away.
- Risk assessments are carried out by Alcester Academy prior to any out-of-school visit and medical conditions are considered during this process. Factors this academy 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.

- The academy understands that there may be additional medication, equipment or other factors to consider when planning residential visits.
- Risk assessments are carried out before pupils start any work experience or off-site educational placement. It is the academy's responsibility to ensure that the placement is suitable, including travel to and from the venue for the pupil. Permission is sought from the pupil and their parents/carers before any medical information is shared with an employer or other education provider.

Other record keeping

- The academy keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and time are recorded. If a pupil refuses to have medication administered, this is also recorded and parents/carers are informed as soon as possible.
- Training on common medical conditions is held in line with statutory recommendations. A log of the medical condition training is kept by the academy and reviewed every 12 months to ensure all new staff receive training.
- All academy staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. The academy keeps a register of staff who have had the relevant training.
- The academy keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

This academy 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

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

Social interactions

- The academy 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.
- The academy 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, breakfast club, school productions, after school clubs and residential visits.
- All staff at Alcester Academy 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 academy's anti-bullying and behaviour policies.
- 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

- Alcester Academy understands the importance of all pupils taking part in sports, games and activities.
- This academy 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.
- The academy 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.

- 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.
- Alcester Academy 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.
- All pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.
- All pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Education and learning

- Pupils with medical conditions are encouraged to participate fully in all aspects of the curriculum and the academy ensures that appropriate adjustments and extra support are provided.
- If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at this academy understand that this may be due to their medical condition.
- Teachers at the academy are aware of the potential for pupils with medical conditions to have special educational needs and disabilities (SEND). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEND coordinator (SENCo). The school's SEND coordinator consults the pupil, parents/carers and the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.
- Pupils at the academy learn about what to do in the event of a medical emergency.

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

Alcester Academy works in partnership with all interested and relevant parties including the academy's governing body, all school staff, parents/carers, employers, community healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully.

Complaints

The details of how to make a complaint can be found in the Complaints Policy:

Informal Stage -	Informal discussion with staff member, tutor, leadership team or Headteacher
Formal Stage 1 -	Written complaint to Headteacher
Formal Stage 2 -	Written complaint to the Chair of Governors
Formal Stage 3 -	Complaint referred to Governing Bodies' Complaints Panel
Appeal -	If unsatisfied with the outcome of the complaint, appeal can be made to the Schools Complaints Unit, Department for Education

Signed: _____ Chair of Governors

Signed: _____ Headteacher

Date: _____