



# **Michael Faraday Primary School**

## **Medical Policy**

**November 2017**

## Policy Statement

This policy meets the requirements under [Section 100 of the Children and Families Act 2014](#), which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions.

It is also based on the Department for Education's statutory guidance: [Supporting pupils at school with medical conditions](#).

Michael Faraday School is an inclusive community that welcomes and supports pupils with medical conditions.

Michael Faraday School aims to provide all pupils with any medical condition the same opportunities as others at school.

The school strives to ensure that pupils with medical conditions can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic wellbeing once they leave school

The school aims to ensure all staff understand that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood.

Staff are trained to:

- understand the medical conditions that affect pupils at Michael Faraday School
- understand the impact medical conditions can have on pupils
- understand the importance of medication and care being taken in its administration as directed by healthcare professionals and parents
- understand their duty of care to children in the event of a medical emergency
- develop confidence and competence in knowing following emergency procedures and administering rescue medication

The named member of school staff responsible for this medical conditions policy and its implementation is:

Jacqui Lamport (SENCo) overseen by

- Karen Fowler (Head Teacher)
- Paul Armstrong (Deputy Head Teacher)
- Sarah Haley (Assistant Head Teacher)

## Supporting Pupils with Medical Conditions

1. Michael Faraday School is an inclusive community that supports and welcomes pupils with medical conditions
  - i. This school is welcoming and supportive of pupils with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other pupils. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.
  - ii. This school will listen to the views of pupils and parents.
  - iii. Pupils and parents feel confident in the care they receive from this school and the level of that care meets their needs.
  - iv. Staff understand the medical conditions of pupils at this school and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.
  - v. All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
  - vi. The whole school and local health community understand and support the medical conditions policy.
  - vii. This school understands that all children with the same medical condition will not have the same needs.
  - viii. The school recognises that duties in the Children and Families Act (England only), the Equality Act (England, Wales and Scotland) and the Disability Discrimination Act (Northern Ireland only) relate to children with disability or medical conditions and are anticipatory.
2. The medical conditions policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings
  - i. Stakeholders include pupils, parents, school nurse, school staff, governors, the Local Authority, relevant local health services and relevant supporter organisations.
3. The medical conditions policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation
  - i. Pupils, parents, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through

clear communication channels such as the school's website, the school's Management Information System (Arbor) communications and letters.

4. All children who have a medical condition with a potential risk of emergency have an Individual Healthcare Plan

- i. Significant conditions include those which require emergency action, prompt intervention, or a high level of support (e.g. Epilepsy, Anaphylaxis, Sickle Cell Disease, Asthma, Genetic Disorders, Diabetes, Juvenile Arthritis and Sarcoidosis) and they may vary according to the current school role and admissions.
- ii. The Individual Healthcare Plan details exactly what care a child needs in school, when they need it and who is going to give it.
- iii. It should also include information on the impact any health condition may have on a child's learning, behaviour or classroom performance.
- iv. This should be drawn up with input from the child (if appropriate) their parent/ carer, relevant school staff and healthcare professionals, ideally a specialist if the child has one.

5. All staff understand and are trained in what to do in an emergency for children with medical conditions at this school

- i. School staff, including temporary or supply staff, are made aware of the medical conditions at this school and understand their duty of care to pupils in an emergency.
- ii. The majority of support staff receive training in what to do in an emergency and this is refreshed at least once every two years.
- iii. Targeted members of staff receive training in what to do in an emergency related to pupils they support.
- iv. A child's Individual Healthcare Plan explains what help they need in an emergency. The Individual Healthcare Plan will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the Individual Healthcare Plan for sharing the Individual Healthcare Plan within emergency care settings.

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

- i. All staff, including temporary or supply staff, know what action to take in a medical emergency and receive updates at least yearly. Notices are posted around the school to remind staff of general emergency procedures. Reminders of general emergency procedures on trips are included in class medical bags.
- ii. If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car.

## 7. The school has clear guidance on providing care and support and on administering medication at school or on educational trips

- i. Staff understand the importance of medication being taken and care received as detailed in a pupil's Individual Healthcare Plan.
- ii. The school will make sure that there is more than one member of staff who has been trained to administer the medication and meet the care needs of an individual child. This includes escort staff for home to school transport if necessary. The school will also ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies.
- iii. Members of the Admin team and Senior Leaders administer medication in pairs with each other or with a Teaching Assistant or Teacher.
- iv. Teachers and teaching assistants support with children whose medical needs can be self-managed (e.g. having a drink or snack or taking toilet breaks to manage their medical condition effectively).
- v. The school can only accept and give prescribed medicines if they are in-date, labelled, provided in the original container as dispensed by a pharmacist with clear instructions for administration, dosage and storage.
- vi. School staff will not give medication (prescription or non-prescription) to a child under 16 without a parent's/carer's written consent. The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents.
- vii. When administering medication, for example pain relief, this school will check the maximum dosage and when the previous dose was given. Parents will be informed. School staff will not give a pupil under 16 aspirin unless prescribed by a doctor.
- viii. If a child refuses to take their medication, the school will not use force. The parent/carer will be informed so that alternative options can be considered.

- ix. The school will ensure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays such as School Journey.
- x. A pupil with a medical condition which carries risk of a potential emergency will not be permitted to attend an off-site trip without the necessary in-date medication unless a written disclaimer is provided by the parent/carer.
- xi. Parents/carers are informed that they should let the school know immediately if their child's medical needs or medication change.
- xii. If a pupil misuses their medication, or anyone else's, their parent/carer is informed as soon as possible and the school's disciplinary procedures are followed.

## 8. The school has clear guidance on the storage of medication and equipment at school

- i. Relevant staff understand what constitutes an emergency for an individual child and they make sure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities, and is not locked away.
- ii. If appropriate and they are competent to do so, pupils may carry and administer their emergency medication (such as a blue Salbutamol asthma inhaler) if parents/carers and relevant staff are aware and staff can provide supervision to avoid misuse.
- iii. Controlled drugs will be stored securely, but accessibly, with only named staff having access. School staff can administer a controlled drug to a pupil once they have had specialist training. <https://www.gov.uk/government/publications/controlled-drugs-list--2/list-of-most-commonly-encountered-drugs-currently-controlled-under-the-misuse-of-drugs-legislation>
- iv. School staff make sure that all medication is stored safely, and that pupils with medical conditions know where they are at all times and have access to them immediately.
- v. Medication that is in date and labelled is stored in its original container where possible, in accordance with its instructions.
- vi. Parents/carers are asked to check in-date medication at the start of each term and provide new as necessary.
- vii. Needles and other sharps are disposed of in line with local policies. Sharps boxes are kept securely at school. On off-site visits, used Adrenalin Auto-Injectors (e.g. Epipens, Jext, Emerade) will be disposed of by a Paramedic. Insulin needle caps are replaced for safe return to school for disposal. Sharps boxes are collected for disposal in line with local authority procedures.

## 9. The school has clear guidance about record keeping

- i. Parents/carers are asked if their child has any medical conditions on admission. They record this on the enrolment form and are asked to supply related medical documents from health professionals regarding diagnosis and treatment plans. The school Admin Team transfers this information to the school's Management Information System (Arbor).
- ii. Individual Healthcare Plans record the support an individual pupil needs around their medical condition. The Individual Healthcare Plan is developed by the School Nurse with the pupil (where appropriate), parent/carer, school staff, specialist nurse (where appropriate) and relevant healthcare services.

- iii. The school holds a centralised register of Individual Healthcare Plans on its Management Information System (Arbor) duplicated in a paper Medical File. The SENCo, Office Manager and Admin Assistant are responsible for maintaining these centralised registers.
- iv. Other school staff are made aware of and have access to the Individual Healthcare Plans for the pupils in their care; paper copies are stored both in a class file and along with medication held in an individual pouch in a red medical rucksack stored safely in the office Medical Room. Teaching and Admin staff also have access to Individual Healthcare Plans via the school's Management Information System (Arbor). A photo board in the school staff room contains a summary of children's medical conditions to raise wider staff awareness and extend the level of care for pupils.
- v. Individual Healthcare Plans are reviewed at least every year and whenever the pupil's needs change they are updated by the School Nurse with the pupil (if appropriate), parent/carer, specialist nurse (if appropriate) and relevant healthcare services.
- vi. The pupil (where appropriate), parents/carers, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the Individual Healthcare Plan.
- vii. Pupil confidentiality is protected and pupil and parent wishes adhered to.
- viii. The school seeks permission from parents/carers before sharing any medical information with any other party (e.g. the Local Authority when requesting a statutory assessment or with other outside agency professionals involved with the child).
- ix. Relevant staff (e.g. SENCo, teachers, and teaching assistants) meet with parents/carers and where appropriate the pupil, specialist nurse, school nurse and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded and attached to the pupil's Individual Healthcare Plan which accompanies them on the visit.
- x. Accurate records are kept of all medication administered, including the dose, time, date and supervising staff.
- xi. All staff providing support to a pupil and other relevant teams receive suitable training and ongoing support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's Individual Healthcare Plan. This is provided by the School Nurse, specialist nurse, other suitably qualified healthcare professional and/or the parent/carer. The trainer confirms the competence of trainees. The school keeps an up-to date record of all training undertaken and by whom.

10. The 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

- i. The school is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. The school is also committed to an accessible physical environment for out-of-school activities.
- ii. The school makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- iii. All staff are aware of the potential social difficulties that pupils with medical conditions may experience and use this knowledge, alongside the school's bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons and assemblies to raise awareness of medical conditions to help promote a positive environment.
- iv. Staff are aware of the emotional and mental health difficulties that pupils with medical conditions may experience such as sadness, frustration or anxiety; referrals to the school's SEMH Team (Counsellors, ELSAs) are made if support is required to enable expression, show empathy, build resilience and develop coping strategies. Opportunities such as PSHE, Circle Time and assemblies are used to help develop peer understanding and support.
- v. The school understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out-of-school clubs and team sports.
- vi. The school understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.
- vii. The school ensures that pupils have the appropriate medication, equipment or food with them during physical activity.
- viii. The school makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.

- ix. School staff understand that frequent absences may be due to a pupil's medical condition. Pupils will not be penalised for their attendance if their absences from school relate to their medical condition.
- x. School staff understand that symptoms, such as limited concentration and frequent tiredness may be due to a pupil's medical condition; also that physical discomfort may impact their emotional well-being and mental health. Pupils will not be penalised for their performance in class if it relates to these factors.
- xi. Staff will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENCo who will liaise with the pupil (where appropriate), parents/carers and the pupil's healthcare professional.
- xii. Pupils are taught in an appropriate and sensitive way what to do if there is a medical emergency.
- xiii. Risk assessment is carried out before any out-of-school visit. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required. When off-site trips are planned staff double check their class' Individual Healthcare Plans and the medication held in rucksacks in the school office in order to review care, procedures and medication expiry dates.

11. The school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this.

- i. This school is committed to identifying and reducing triggers both at school and on out-of-school visits.
- ii. School staff are made aware of medical conditions which require the avoidance or reduced exposure to common triggers.
- iii. The Individual Healthcare Plan details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and during out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.
- iv. The school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.
- v. The school is committed to keeping in touch with a child when they are unable to attend school because of their condition.

- vi. Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), the school will work with the local authority and education provider to ensure that the child receives the support they need to reintegrate effectively.

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

- i. The school works in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing body, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
- ii. Roles and responsibilities include:

### Parents/Carers:

- Communicating comprehensive information about their child's medical condition verbally and written (Enrolment Form, medical reports, treatment plans, medication names, strengths, doses, storage, administration procedures, triggers, impact).
- Communicating wishes about information sharing.
- Ensuring medication required in school is supplied and in date so that children are safe in school and on trips.
- Updating the school about any changes in their child's condition, treatment or medication.
- Attending meetings with School Nurse, health professionals and school staff as required.

### School Nurse:

- Supporting schools in caring for children with medical conditions.
- Ensuring enough staff are competently trained to effectively support a child with a medical condition.
- Delivering staff training on medical conditions within the school and tailor training to cover children's individual needs as necessary.
- Liaising with pupils, parents/carers, school staff, specialist nurses and other health services to devise Individual Healthcare Plans for children with medical conditions.

- Reviewing Individual Healthcare Plans each year and updating them when conditions, treatment or medication changes.
- Advising on the storage and administration of medication.

#### School Admin Team:

- Knowing general emergency procedures and either following or supporting colleagues in following emergency procedures for individual children.
- Requesting information about children's medical conditions on admission to school via written and verbal means.
- Managing a central record of children's medical conditions by entering details and documents onto the school's Management Information System (Arbor) including pinning Individual Healthcare Plans and updating when required.
- Duplicating Individual Healthcare Plans and relevant documentation to a paper file held centrally in the school office.
- Communicating medical information to parents/carers.
- Administering medication as necessary with a colleague supervising and recording these events.
- Ensuring medication is stored safely and accessibly in class rucksacks in the Medical Room.
- Knowing general emergency procedures and support colleagues in following emergency procedures for individual children.
- Compiling data reports of children with medical conditions for the SENCo or Senior Leadership Team.
- Attending relevant training.

#### Teachers:

- Knowing general emergency procedures and either following or supporting colleagues in following emergency procedures for individual children.
- Being informed about the medical conditions and emergency procedures of pupils with medical conditions in their care.
- Minimising triggers and risk factors for children with medical conditions in their care.

- Co-operating with self-managed activities of individual children with medical conditions.
- Supervising designated colleagues administering medication according to instructions.
- When planning trips, ensuring class medication is supplied and in-date, risk assessment for children with medical conditions has been completed and recorded on School Trip forms, accompanying adults have relevant medical training (or parents/carers) are invited.
- Understanding the range of possible impacts on children of having a medical condition (social emotional, mental health, physical activity, learning, energy, concentration, performance, comfort levels, attendance) and reporting concerns to the SENCo or Senior Leaders.
- Attending relevant training.

#### Teaching Assistants:

- Knowing general emergency procedures and either following or supporting colleagues in following emergency procedures for individual children.
- Being informed about the medical conditions and emergency procedures of pupils with medical conditions in their care.
- Minimising triggers and risk factors for children with medical conditions in their care.
- Co-operating with self-managed activities of individual children with medical conditions.
- Understanding the range of possible impacts on children of having a medical condition (social emotional, mental health, physical activity, learning, energy, concentration, performance, comfort levels, attendance) and reporting concerns to the SENCo or Senior Leaders.
- Attending relevant training.
- Administering medication according to instructions, supervised by a member of the Admin, Senior Leadership or Teaching teams and recording these events.

#### Midday Meals Supervisors:

- Knowing general emergency procedures and either following or supporting colleagues in following emergency procedures for individual children.

- Being informed about the medical conditions and emergency procedures of pupils with medical conditions in their care.
- Minimising triggers and risk factors for children with medical conditions in their care with particular regard to environmental allergies, food allergies or intolerances and physical activity.
- Co-operating with self-managed activities of individual children with medical conditions.
- Understanding the range of possible impacts on children of having a medical condition (social emotional, mental health, physical activity, learning, energy, concentration, performance, comfort levels, attendance) and reporting concerns to the SENCo or Senior Leaders.
- Attending relevant training.

#### Catering Staff:

- Knowing general emergency procedures and either following or supporting colleagues in following emergency procedures for individual children.
- Being informed about the medical conditions and emergency procedures of pupils with medical conditions in their care.
- Minimising triggers and risk factors for children with medical conditions in their care with particular regard to food allergies or intolerances.
- Attending relevant training.

#### SENCo:

- Ensuring the policy is developed, implemented, monitored and reviewed so that children with medical conditions are safe and supported.
- Communicating clearly the objectives, procedures and outcomes of supporting children with medical needs in school so that they are understood by the school community.
- Providing good channels of communication so that liaison between relevant stakeholders is effective.
- Overseeing the administrative management of systems and the safe storage of medication.
- Working actively towards reducing or eliminating triggers which cause health and safety risks to children with medical conditions whilst in the care of school staff.

- Administering medication as necessary with a designated colleague and recording these events.
- Knowing general emergency procedures and support colleagues in following emergency procedures for individual children.
- Making referrals to specialists such as the school's SEMH Team, CAMHS, the Educational Psychologist, Paediatricians should the impact of a children's medical conditions on learning, physical ability or wellbeing warrant assessment or support.
- Providing information or support for parents of children with medical conditions such as workshops with health professional or counsellors, signposting to services and providing individual advice.
- Organising staff training with the School Nurse, specialist nurses and other health professionals, keeping records of attendance and competence and ensuring sufficient numbers of staff are trained and available to support individual children and carry out emergency procedures.
- Attending relevant training.
- Liaising with the whole staff team to ensure the policy is communicated and understood.
- Liaising with key members of staff whose responsibilities link with implementation of the policy including the PE and PSHE Subject Leaders, the SEMH Team.
- Tracking the progress and attainment of pupils with medical conditions with a view to making specialist referrals and planning appropriate intervention.
- Gathering feedback from all stakeholders when evaluating the policy.

#### Senior Leadership Team (HT, DHT, AHT)

- Overseeing, monitoring and supporting the work of the SENCo.
- Working actively towards reducing or eliminating triggers which cause health and safety risks to children with medical conditions whilst in the care of school staff.
- Administering medication as necessary with a designated colleague and recording these events.
- Knowing general emergency procedures and following emergency procedures for individual children.
- Attending relevant training.
- Keeping the Governing Body informed of key issues relating to children with medical conditions in the school.

### Governing Body:

- Overseeing the implementation of the policy, in particular making sure sufficient staff are suitably trained and that there are cover arrangements to ensure someone is always available to support pupils with medical conditions and that staff (and supply staff) are aware of the policy and relevant pupils' conditions.
- Ensuring that there is the appropriate level of insurance and liability cover in place.

### 13. Other Medical Conditions

- i. Pupils who have medical conditions which do not pose a potential risk of emergency such as Hay Fever or Mild Eczema also receive care and support as required and the administration and storage of medication described above applies.
- ii. If the application of emollients or steroid creams is necessary staff take the additional precaution of wearing non-latex gloves for application.

### 14. Unacceptable Practice

School staff should use their discretion and judge each case individually with reference to the pupil's Individual Healthcare Plan, but it is generally NOT acceptable to:

- prevent pupils from easily accessing their inhalers and medication, and administering their medication when and where necessary
- assume that every pupil with the same condition requires the same treatment
- ignore the views of the pupil or their parents
- ignore medical evidence or opinion (although this may be challenged)
- send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their Individual Healthcare Plans
- if the pupil becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- penalise pupils for their attendance record if their absences are related to their medical condition, e.g. hospital appointments
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively

- require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues - no parent should have to give up working because the school is failing to support their child's medical needs
- prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany their child
- administer, or ask pupils to administer, medicine in school toilets

#### 15. The medical conditions policy is regularly reviewed and evaluated and updated annually.

In evaluating the policy, the school seeks feedback from key stakeholders including pupils, parents, school healthcare professionals, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services, governors and the school employer. The views of pupils with medical conditions are central to the evaluation process.

#### 16. Insurance and Indemnity

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

The details of the school's insurance policy are:

London Borough of Southwark  
Corporate Risk and Insurance  
Finance and Governance  
PO Box 64529  
SE1P 5LX  
Telephone: 020-7525-7534  
Email: [centralinsuranceservices@southwark.gov.uk](mailto:centralinsuranceservices@southwark.gov.uk)

### 17. Complaints

Parents with a complaint about their child's medical condition should discuss these directly with the Head Teacher in the first instance. If the Head Teacher cannot resolve the matter, they will direct parents to the school's complaints procedure.

### 18. Links to other policies

This policy links to the following school policies:

- Accessibility plan
- Complaints
- Equality information and objectives
- First aid
- Health and safety
- Safeguarding
- Special educational needs information report and policy