

# Kesgrave High School



## Medical Conditions Policy

This policy reviewed **annually** (in conjunction with the First Aid Policy)

### Policy Approval

Where	Chair	When
Operations	Eunice Brain	6 March 2024

Chair of Governors	Sue White
Headteacher	Julia Upton

### Policy History

Issue No.	Author	Date written	Approved by governors	Comments
1	J Logan	May 2020	25 June 2020	Update from 2017 policy
2	C Breckell/T Bishop	Feb 2021	24 Feb 2021	Review, no changes
3	C Breckell/T Bishop	June 2022	6 July 2022	Review, no changes
4	C Breckell/T Bishop	March 2023	28 March 2023	Update to remain concurrent with First Aid Policy with regard to paracetamol administering.
5	C Breckell/T Bishop	March 2024	6 March 2024	Changes in policy format at start and disposal protocol.



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## 1 About this policy

Kesgrave High School is an inclusive community that aims to support and welcome students with medical conditions; both those currently attending and to those who may enroll in the future.

Kesgrave High School aims to provide all students with all medical conditions the same opportunities as others at school. The school will help to ensure these students can:

- be healthy;
- stay safe;
- enjoy and achieve;
- make a positive contribution, and
- achieve economic well-being.

Students with medical conditions are encouraged to take control of their condition. Students should feel confident in the support they receive from the school to help them do this. Parents/carers of students with medical conditions should feel secure in the care provided at Kesgrave High School. Certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

## 2 Who is this policy for?

No one organisation is responsible for supporting the wellbeing of students with medical conditions in school: it is a partnership between many stakeholders. Kesgrave High School aims to work cooperatively with all interested and relevant parties including the school's governing body, all school staff, parents/carers, employers, community healthcare professionals and students, to ensure the policy is planned, implemented and maintained successfully. The following roles and responsibilities are used for the medical conditions policy at this school.

The **Local Governing Body** has a responsibility to:

- Make arrangements to support students with medical conditions in school, including making sure that a policy for supporting students with medical conditions in school is developed and implemented.
- Ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support students with medical conditions.
- Ensure that students with medical conditions are supported to enable the fullest participation possible in all aspects of school life.
- Ensure that any members of school staff who provide support to students with medical conditions are able to access information and other teaching support materials as needed.

The **Headteacher** has overall responsibility for the development of individual healthcare plans and will ensure the school medical team is contacted if any student who has a medical condition requiring support at school has not yet been brought to the attention of the school medical team. In addition, they will:

- Ensure that the school's policy is developed and effectively implemented with partners, in line with local and national guidance and policy frameworks.
- Ensure that all staff (including supply teachers) are aware of the policy for supporting students with medical conditions and understand their role in its implementation.

- Ensure that all staff who need to know (including supply teachers) are aware of students' conditions.
- Ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations.
- Ensure that school staff are appropriately insured and are aware that they are insured to support students.
- Ensure student confidentiality.
- Delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register.
- Monitor, review and update the policy at least every 3 years, with input from students, parents/carers, staff and external stakeholders.
- Report back to all key stakeholders about implementation of the medical conditions policy.

All **staff** have a responsibility to:

- Know which students in their care have a medical condition and be familiar with the content of the student's Individual Healthcare Plan (IHP);
- Allow all students to have immediate access to their emergency medication and/or support outlined in their IHP;
- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency;
- Understand the school's medical conditions policy;
- Maintain effective communication with parents/carers 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;
- Be aware of students with medical conditions who may be experiencing bullying or need extra social support;
- Understand the common medical conditions and the impact it can have on students (students should not be forced to take part in any activity if they feel unwell);
- Ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in, and
- Ensure students have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

**First Aiders** have a responsibility to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards and when necessary ensure that an ambulance or other professional medical help is called.

The **Special Educational Needs Coordinator** (SENDCO) and Assistant SENDCOs have the responsibility to help update the school's 'Medical Conditions Policy', know which students have a medical condition and which have special educational needs because of their condition. They ensure staff make the necessary arrangements if a student needs special consideration or access arrangements in exams or course work.

The **students** have a responsibility to:

- treat other students with and without a medical condition equally;

- tell their parents/carers, teacher or nearest staff member when they are not feeling well;
- let a member of staff know if another student is feeling unwell;
- let any student take their medication when they need it and ensure a member of staff is called;
- treat all medication with respect;
- know how to gain access to their medication in an emergency;
- if mature and old enough, know how to take their own medication and to take it when they need it, and
- ensure a member of staff is called in an emergency situation.

The **parents/carers\*** of a student at the school have a responsibility to:

- tell the school if a student has a medical condition;
- ensure the school has a complete and up-to-date Individual Healthcare Plan (IHP) for the student;
- inform the school about the medication the student requires during school hours;
- inform the school of any medication the student requires while taking part in visits, outings or field trips and other out-of-school activities;
- tell the school about any changes to the student's medication, what they take, when, and how much;
- inform the school of any changes to the student's condition;
- ensure the student's medication and medical devices are labelled with the student's full name;
- provide the school with appropriate spare medication labelled with the student's name;
- ensure that the student's medication is within expiry dates;
- keep the student at home if they are not well enough to attend school;
- ensure the student catches up on any school work they have missed;
- ensure the student has regular reviews about their condition with their doctor or specialist healthcare professional, and
- ensure the student has a written care/self-management plan from their doctor or specialist healthcare professional to help the student manage their condition.

*\* The term 'parent/carer' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.*

### **3 Glossary of key terms used in this policy**

## **4 Training**

### **4.1 All staff understand and are trained in what to do in an emergency for the most common serious medical conditions.**

- All staff are aware of the most common serious medical conditions. The school ensures all staff understand their duty of care to students in the event of an emergency.
- Training takes place to ensure all staff feel confident in knowing what to do in an emergency. Staff 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/carer. This may include administering medication if trained to do so.
- All staff who work with groups of students receive training and know what to do in an emergency for the students in their care with medical conditions. Training is refreshed for all staff at least once a year.
- The school uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of students in their care who may need emergency help.

### **4.2 All staff understand and are trained in the school's general emergency procedures**

- All staff know what action to take in the event of a medical emergency. This includes who to contact within the school.
- Training is refreshed for all staff at least once a year. If a student needs to be taken to hospital in an ambulance, the school will endeavour to provide a member of staff to accompany them should a parent/carer, or their delegated responsible adult, not be available in a timely manner.

## **5 Administration of Medication at School**

The school has clear guidance on the administration of medication at school.

### **5.1 Emergency Medication**

- All students at Kesgrave High School 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 the arrangements for a member of staff to assist in helping them take their medication safely.

### **5.2 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 staff.
- The school understands the importance of medication being taken as prescribed. Training is given to all staff members who agree to administer medication to students, where specific training is

needed. Providing staff are working within the remit of their training, the school's insurers provide full indemnity.

- All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent/carer in an emergency situation. This may include taking action such as administering medication if trained to do so.
- If their student's medication changes or is discontinued, or the dose or administration method changes, it is the responsibility of the parent/carer to notify the school immediately.
- If a student at the school 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. Information is provided 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 student misuses medication, either their own or another student's, their parent/carer is informed as soon as possible. These students are subject to the school's usual disciplinary procedures.

## **6 Storage of Medication at School**

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

### **6.1 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. Most students carry their emergency medication on them at all times and are reminded to do so.
- Students, whose healthcare professionals and parents/carers advise the school that their child is unable to self-manage and carry their own emergency medication, know exactly where to access their emergency medication.

### **6.2 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.

### **6.3 Safe Storage – General**

- There is an identified member of staff who ensures the correct storage of medication at school. All controlled drugs are kept in a locked cupboard and only named staff have access, even if students normally administer the medication themselves.
- 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 medication that students carry themselves.
- All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the student'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 students at the



school may need to be refrigerated. All refrigerated medication is clearly labelled and stored in a dedicated refrigerator.

#### **6.4 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 annually, with medication taken to a pharmacy for disposal. Sharps boxes are used for the disposal of needles. Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

### **7 Record Keeping**

#### **7.1 Data Collection Forms**

- Parents/carers are asked if their child has any health conditions or health issues on the data collection form, which is filled out on entry to the school. This would normally be at the start of Year 7 and parents asked to review on an annual basis. Parents/carers of new students starting at other times during the year are also asked to provide this information on data collection forms. Parents/carers are responsible for communicating to the school any changes in their child's medical condition that the school should be aware of.

#### **7.2 Individual Healthcare Plans (IHPs)**

IHPs are used to inform the appropriate staff and supply teachers about the individual needs of a student with a medical condition in their care, to remind students with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times. The school uses this information to help reduce the impact of common triggers and ensure that all medication stored at school is within the expiry date.

- Kesgrave High School uses an IHP to record important details about individual students' medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the IHP if required.
- A IHP, accompanied by an explanation of why and how it is used, is sent to all parents/carers 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.
- The parents/carers, healthcare professional and student with a medical condition, are asked to fill out the student's IHP together. Parents/carers then return these completed forms to the school. Kesgrave High School will ensure that a relevant member of school staff is also present, if required, to help draw up an IHP for students with complex healthcare or educational needs.

#### **7.3 School IHP Register**

- IHPs are used to create a centralised register of students with medical needs. An identified member of staff has responsibility for the register.
- The responsible member of staff follows up with the parents/carers for 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.

#### **7.4 Storage and Access to Healthcare Plans**

- Parents/carers and students are provided with a copy of the student's current agreed IHP.
- IHPs are kept in a secure central location at school. Apart from the central copy, specified members of staff (agreed by the student and parents/carers) securely hold copies of students' IHPs. These copies are updated at the same time as the central copy.
- All members of staff who work with groups of students have access to the IHPs of students in their care.
- All staff protect student confidentiality. The school seeks permission from parents/carers to allow the IHP 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 IHP.
- The school seeks permission 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.

#### **7.5 Consent to Administer Medicines**

- If a student requires regular prescribed or non-prescribed medication at school, parents/carers are asked to provide consent on their student's IHP giving the student or staff permission to administer medication on a regular/daily basis, if required. A separate form is sent to parents/carers for students taking short courses of medication.
- Parents/carers will be asked whether they give permission for the school to administer paracetamol. The protocols with regard to this are outlined in the school's First Aid Policy.
- All parents/carers of students with a medical condition who may require medication in an emergency or regular/daily help in administering their medication are asked to provide consent on the IHP for staff to administer medication. This is outlined on the student's IHP. The school and parents/carers keep a copy of this agreement.
- Parents/carers of students with medical conditions are all asked at the start of the school year on the IHP if they and their student's healthcare professional believe the student is able to manage, carry and administer their own emergency medication.

#### **7.6 Other Record Keeping**

- The school keeps an accurate record 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.
- The school holds training on common medical conditions once a year. A log of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive training.
- The school keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

## **8 Residential Visits and Work Experience**

- Risk assessments are carried out by the school prior to any out-of-school visit and medical conditions are considered during this process. Factors to consider 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 off-site 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. If the student has organised their own work experience placement the school writes to the parents/carers to remind them that they need to ensure that they are making safe and suitable arrangements for travel to and from work experience.
- Permission is sought from the student and their parents/carers before any medical information is shared with an employer or other education provider.