

## Raynes Park High School

### Supporting pupils in schools with medical conditions Policy

#### Policy statement

- Raynes Park High School is an inclusive community that aims to support and welcome pupils with medical conditions.
- Raynes Park High School aims to provide all pupils with all medical conditions the same opportunities as others at school.

#### We will help to ensure they can:

- 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.
- All staff understand that medical conditions should not be a barrier to learning.

## **Policy framework**

### **These points provide the essential framework for our school's medical conditions policy.**

1. Raynes Park High School is an inclusive community that aims to support and welcome pupils with medical conditions.
2. This school's medical conditions policy is drawn up in consultation with a wide-range of local key stakeholders within both the school and health settings.
3. The medical conditions policy is supported by a clear communication plan for staff, parents\* and other key stakeholders to ensure its full implementation.
4. All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school.
5. All staff understand and are trained in the school's general emergency procedures.
6. Raynes Park High School has clear guidance on the administration of medication at school.
7. Raynes Park High School has clear guidance on the storage of medication at school.
8. Raynes Park High School has clear guidance about record keeping.
9. Raynes Park High School ensures that the whole school environment is inclusive and favorable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.
10. Raynes Park High 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.
11. Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.
12. The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year.

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

## Policy guidelines

### **1. Raynes Park High School is an inclusive community that aims to support and welcome pupils with medical conditions**

a. Raynes Park High School 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 enrol in the future.

b. Raynes Park High School aims to provide all children with all medical conditions the same opportunities as others at school.

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

d. Raynes Park High School aims to include all pupils with medical conditions in all school activities. Medical intervention in school time should be minimised to ensure full access to the curriculum.

e. Parents\* of pupils with medical conditions feel secure in the care their children receive at this school.

f. The school ensures all staff understand their duty of care to children and young people in the event of an emergency.

g. All staff feel confident in knowing what to do in an emergency.

h. Raynes Park High School understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

i. All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact this can have on pupils.

j. The medical conditions policy is understood and supported by the whole school and local health community.

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

**2. This school's medical conditions policy has been drawn up in consultation with a wide range of local key stakeholders within both the school and health settings**

a. Raynes Park High School has consulted on the development of this medical condition policy with a wide-range of key stakeholders within both the school and health settings. These key stakeholders include:

- pupils with medical conditions
- parents
- school nurse
- head teacher
- teachers
- special educational needs coordinator
- pastoral care/welfare officer
- members of staff trained in first aid
- all other school staff
- local emergency healthcare staff (such as
- accident & emergency staff and paramedics)
- local healthcare professionals
- the school employer
- school governors.

b. The views of pupils with various medical conditions were actively sought and considered central to the consultation process.

c. Raynes Park High School recognises the importance of providing feedback to those involved in the development process and is committed to acknowledging input and providing follow-up to suggestions put forward.

**3. The medical conditions policy is supported by a clear communication plan for staff, parents, governors and other key stakeholders to ensure its full implementation - key health professionals for the school**

a. Pupils are informed and regularly reminded about the medical conditions policy:

- through the school's pupil representative body
- in the school newsletter at several intervals in the school year
- in personal, social and health education (PSHE) classes
- through school-wide communication about results of the monitoring and evaluation of the policy.

b. Parents are informed and regularly reminded about the medical conditions policy:

- by including the policy statement in the school's prospectus and signposting access to the policy at the start of the school year when communication is sent out about Healthcare Plans
- in the school newsletter at several intervals in the school year
- when their child is enrolled as a new pupil via the school's website, where it is available all year round
- through school-wide communication about results of the monitoring and evaluation of the policy.

c. 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 Healthcare 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 school
- through school-wide communication about results of the monitoring and evaluation of the policy
- all supply and temporary staff are informed of the policy and their responsibilities.

d. Relevant local health staff are informed and regularly reminded about the school's medical conditions policy:

- by letter accompanied with a printed copy of the policy at the start of the school year
- CCG and school / community nurse.
- through communication about results of the monitoring and evaluation of the policy.

e. Governors agree the policy and regularly review it (at least every 2 years)

f. All other external stakeholders are informed and reminded about the school's medical conditions policy:

- by letter accompanied with a printed copy of the policy summary at the start of

the school year

- through communication about results of the monitoring and evaluation of the policy.

**4. Staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school**

a. Staff at Raynes Park High School are aware of the most common serious medical conditions at this school.

b. Staff at Raynes Park High School understand their duty of care to pupils in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.

c. Staff who work with groups of pupils at Raynes Park High School receive training and know what to do in an emergency for the pupils in their care with medical conditions.

d. Training is refreshed for all staff at least once a year.

e. Action for staff to take in an emergency for the common serious conditions at Raynes Park High School is displayed in prominent locations for all staff including classrooms, kitchens and the staff room\*.

f. Raynes Park High School uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.

g. Raynes Park High School has procedures in place so that a copy of the pupil's Healthcare 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.

h. Raynes Park High School has made arrangements with the local hospital to ensure the timely transfer of Healthcare Plans to the hospital in the event of an emergency.

\* [www.medicalconditionsatschool.org.uk](http://www.medicalconditionsatschool.org.uk).

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

- a. 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 school.
- b. New staff and supply staff are inducted into school processes.
- c. 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.
- d. 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 arrives. The school tries to ensure that the staff member will be one the pupil knows.
- e. Staff should not take pupils to hospital in their own car. Raynes Park High School has clear guidance from the local authority on when (and if) this is appropriate.

## 6. Raynes Park High School has clear guidance on the administration of medication at school

### Administration – emergency medication

- a. All pupils at Raynes Park High School with medical conditions have easy access to their emergency medication (**For secondary schools - where the agreed health plan states that the pupil is able to use and understand their emergency medication they should be able to carry it with them, but take it in front of an adult who records that it has been taken**)
- b. All pupils are encouraged to carry and administer their own emergency medication, when their parents 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.
- c. Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it.
- d. 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

- e. 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 school.

The school understands the importance of medication being taken as prescribed.

g. 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.

h. There are several members of staff at Raynes Park High School who have been specifically contracted to administer medication.

i. Training is given to all staff members who administer medication to pupils, where specific training is needed.

j. Training is given to all staff members who agree to administer medication to pupils, where specific training is needed.

k. 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 in an emergency situation. This may include taking action such as administering medication.

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

m. Parents at Raynes Park High School understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.

n. If a pupil at Raynes Park High School refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.

o. If a pupil at Raynes Park High School needs supervision or access to medication during home to school transport organised by the local authority, properly trained escorts are provided. (This is only applicable where the school employs the escorts: All 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 Healthcare Plans.)

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

q. If a trained member of staff, who is usually responsible for administering medication, is not available Raynes Park High School makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.

r. If a pupil misuses medication, either their own or another pupil's, their parents are informed as soon as possible. These pupils are subject to the school's usual disciplinary procedures.



## **7. Raynes Park High School has clear guidance on the storage of medication at school**

### Safe storage – emergency medication

a. 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 in an agreed place, not on a member of staff.

b. Most pupils at Raynes Park High School carry their emergency medication on them at all times. Pupils keep their own emergency medication securely.

c. Pupils at Raynes Park High School are reminded to carry their emergency medication with them.

d. Pupils, whose healthcare professionals and parents advise the school 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

e. 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.

f. Staff ensure that medication is only accessible to those for whom it is prescribed.

### Safe storage – general

g. There is an identified member of staff who ensures the correct storage of medication at school.

h. All controlled drugs are kept in a locked cupboard and only named staff have access, even if pupils normally administer the medication themselves.

i. Three times a year the identified member of staff checks the expiry dates for all medication stored at school.

j. The identified member of staff, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labeled 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.

k. 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.

l. Medication is stored in accordance with instructions, paying particular note to

temperature.

m. Some medication for pupils at Raynes Park High School 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.

n. All medication is sent home with pupils at the end of the school year. Medication is not stored in summer holidays.

o. 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

p. Parents at Raynes Park High School are asked to collect out-of-date medication.

q. 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.

r. 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.

s. Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in Raynes Park High School are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.

t. 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 pupil's parent.

u. Collection and disposal of sharps boxes is dealt with appropriately.

## **8. Raynes Park High School has clear guidance about record keeping**

### Enrolment forms

a. Parents at Raynes Park High School 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 of new pupils starting at other times during the year are also asked to provide this information on enrolment forms.

## Healthcare Plans

### **Drawing up Healthcare Plans**

b. Raynes Park High School uses a Healthcare 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.

See Appendix 1 – (DfE Template Plans)

c. If a pupil has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent to the pupil's parents to complete.

See Appendix 1 –Template B

d. If a pupil has a longer term medical condition the school, the healthcare professional, parent and pupil with a medical condition (if appropriate), are asked to fill out the pupil's Healthcare Plan together.

Template A/B/C

### **School Healthcare Plan register**

e. Healthcare Plans are used to create a centralised register of pupils with medical needs. An identified member of staff has responsibility for the register at this school.

g. The responsible member of staff follows up with the parents any further details on a pupil's Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

### **Ongoing communication and review of Healthcare Plans**

g. Parents at Raynes Park High School are regularly reminded to update their child's Healthcare 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.

h. Staff at Raynes Park High School use opportunities such as teacher–parent interviews and home–school diaries to check that information held by the school on a pupil's condition is accurate and up to date.

i. Every pupil with a Healthcare Plan at Raynes Park High School has their plan discussed and reviewed at least once a year.

j. An anonymised overview of the report to go to governors annually summarising key issues emerge for the plans and process including issues re access to the curriculum.

### **Storage and access to Healthcare Plans**

k. Parents and pupils at Raynes Park High School are provided with a copy of the pupil's current agreed Healthcare Plan.

l. Healthcare Plans are kept in a secure central location at school.

m. Apart from the central copy, specified members of staff (agreed by the pupil and parents) securely hold copies of pupils' Healthcare Plans. These copies are updated at the same time as the central copy.

n. All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care.

o. When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the Healthcare Plans of pupils in their care.

p. Raynes Park High School ensures that all staff protect pupil confidentiality.

q. Raynes Park High School seeks permission from parents to allow the Healthcare 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 Healthcare Plan.

r. Raynes Park High School seeks permission from the pupil and parents before sharing any medical information with any other party, such as when a pupil takes part in a work experience placement.

### **Use of Healthcare Plans**

Healthcare Plans are used by Raynes Park High School to:

The plan is designed to help the school to effectively supports pupils with medical conditions in accessing the curriculum and wider school life.

They should be developed in the context of assessing and managing risks to the Childs' education, health and social well-being and to minimise time out of school/ learning. Where the child has a special education need this health care plan should be attached to the EHC Plan.

Where a child is absent for over 15 days due to illness the school will consider reviewing or setting up a health care plan with school nursing/ GP. The aim of this review is to promote the child's attendance and engagement in school and maximise their access to the curriculum.

Where this health care plan review decides that the pupil cannot attend school on medical grounds a referral will be made to the Local Authority Medical Provision for consideration.

### **Consent to administer medicines**

s. If a pupil requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent on their child's Healthcare Plan giving the pupil or staff permission to administer medication on a regular/daily basis, if required. A separate form is used with parents for pupils taking short courses of medication.

### **Residential visits and School Trips**

t. Parents are sent a residential visit / school trips 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 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.

u. 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 Healthcare Plan.

v. All parents 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.

w. If the form includes current issues of medication - a discussion is held with the parent about how the medical condition will be managed whilst on the trip.

#### Other record keeping

x. Raynes Park High School 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 are informed as soon as possible.

See Appendix 1 – Template D

y. Raynes Park High School holds training on common medical conditions. Staff attending receive a certificate confirming the type of training they have had. A log of the medical condition training is kept by the school and reviewed every 12 months to ensure staff are suitably trained.

z. All school staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. The school keeps a register of staff who have had the relevant training.

See Appendix 1 – Template E

aa. Raynes Park High School keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

### **9. Raynes Park High 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**

#### Physical environment

a. Raynes Park High School is committed to providing a physical environment that is accessible to pupils with medical conditions, the includes school trips and journeys.

## Social interactions

b. Raynes Park High School 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.

c. Raynes Park High School 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.

d. All staff at Raynes Park High School 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 school's anti-bullying and behaviour policies.

d. 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

f. Raynes Park High School understands the importance of all pupils taking part in sports, games and activities.

g. Raynes Park High School 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.

h. Raynes Park High School 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.

i. 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.

j. Raynes Park High School 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.

k. Raynes Park High School ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.

l. Raynes Park High School ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

## Education and learning

m. Raynes Park High School ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.

n. If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at Raynes Park High School understand that this may be due to their medical condition.

o. Teachers at Raynes Park High School are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN coordinator. The school's SEN coordinator consults the pupil, parents and the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.

p. *Pupils at Raynes Park High School learn about what to do in the event of a medical emergency (ie First Aid training) to be agreed*

#### Residential visits

q. Risk assessments are carried out by Raynes Park High School prior to any out-of-school visit and medical conditions are considered during this process. Factors Raynes Park High School 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.

r. Raynes Park High School understands that there may be additional medication, equipment or other factors to consider when planning residential visits. Raynes Park High School considers additional medication and facilities that are normally available at school.

s. Risk assessments are carried out before pupils start any work experience or off-site educational placement. It is this school'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 before any medical information is shared with an employer or other education provider.

#### **10. Raynes Park High School is aware of the common triggers that can make 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**

a. Raynes Park High School is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.

b. School staff have been given training on medical conditions. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions.

c. The school has a list of common triggers for the common medical conditions at this school. The school has written a trigger reduction schedule and is actively working towards reducing or eliminating these health and safety risks.

d. Written information about how to avoid common triggers for medical conditions has been provided to all school staff.

e. Raynes Park High School uses Healthcare Plans to identify individual pupils who are sensitive to particular triggers. The school has a detailed action plan to ensure these individual pupils remain safe during all lessons and activities throughout the school day.

f. Full health and safety risk assessments are carried out on all out-of-school activities before they are approved, including work experience placements and residential visits, taking into account the needs of pupils with medical conditions.

g. The school reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to this school's policy and procedures are implemented after each review.

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

a. Raynes Park High School works in partnership with all interested and relevant parties including the school's governing body, all school staff, parents, employers, community healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully.

b. The following roles and responsibilities are used for the medical conditions policy at this school. These roles are understood and communicated regularly.

**Governors**

"Governing Bodies - must make arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented. They should ensure that a pupil with medical conditions is supported to enable the fullest participation possible in all aspects of school life. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions." Supporting Pupils with Medical Conditions April 2014.

Governors will receive annual updates as to the effective working of the policy, including numbers of pupils and key issues arising from school health care plans and training provided.

**Headteacher**

**This school's head teacher has a responsibility to:**

- ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- liaise between interested parties including pupils, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents, governors, the school health service, the



- local authority transport service, and local emergency care services
- ensure the policy is put into action, with good communication of the policy to all
- ensure every aspect of the policy is maintained
- ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using pupils' Healthcare Plans
- ensure pupil confidentiality
- assess the training and development needs of staff and arrange for them to be met
- ensure all supply teachers and new staff know the medical conditions policy
- delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register
- monitor and review the policy at least once a year, with input from pupils, parents, staff and external stakeholders
- update the policy at least once a year according to review recommendations and recent local and national guidance and legislation
- report back to all key stakeholders about implementation of the medical conditions policy.

Lead member of staff for pupils with medical conditions

**Lead Member of staff for pupils with medical conditions. This role will have lead responsibility for the implementation and review of the policy.**

All school staff

**All staff at Raynes Park High School have a responsibility to:**

- 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
- know which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan
- allow all pupils to have immediate access to their emergency medication
- maintain effective communication with parents including informing them if their child has been unwell at school
- ensure pupils who carry their medication with them have it when they go on a school visit or out of the classroom
- be aware of pupils 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 pupils (pupils should not be forced to take part in any activity if they feel unwell)
- + ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.
- must not be given prescription medication or undertake a medical procedure without appropriate training / updated to reflect the individual care plan.

Teaching staff

**Teachers at Raynes Park High School have a responsibility to:**

- ensure pupils who have been unwell catch up on missed school work
- be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it
- liaise with parents, the pupil's healthcare professionals, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition
- use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions.

School nurse or school healthcare professional

School Nursing will not necessarily be aware of all pupil's medical conditions, but there is a clear expectation from the school that school nursing services are involved in the care plan process as appropriate including the following:

They will seek consent from the parent - or young person over 13, as relevant.

**Initiate and update health care plans regularly**

**Inform the school of pupils in need for a health care plan**

- help update the school's medical conditions policy including recommending training
- help provide regular training for school staff in managing the most common medical conditions at school and advising training on less common conditions

collate relevant health information to support pupil, family and school to inform the health care plan.

- provide information about where the school can access other specialist training.

To ensure health care plans are designed to maximise attendance at school and engagement with learning, including effective reintegration to schools.

First aider

**First aiders at Raynes Park High School have a responsibility to:**

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school
- when necessary ensure that an ambulance or other professional medical help is called.

Special educational needs coordinators

**Special educational needs coordinators at Raynes Park High School have the responsibility to:**

- help update the school's medical condition policy
- know which pupils have a medical condition and which have special educational

needs because of their condition

- ensure pupils who have been unwell catch up on missed schoolwork
- ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or course work.

Pastoral support/welfare officers

**The pastoral support/welfare officer at Raynes Park High School has the responsibility to:**

- help update the school's medical conditions policy
- know which pupils have a medical condition and which have special educational needs because of their condition
- ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.

Local doctors and specialist healthcare professionals

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

- complete the pupil's Healthcare Plans provided by parents
- where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours
- offer every child or young person (and their parents) a written care/self-management plan to ensure children and young people know how to self manage their condition
- ensure the child or young person knows how to take their medication effectively
- ensure children and young people have regular reviews of their condition and their medication
- provide the school with information and advice regarding individual children and young people with medical conditions (with the consent of the pupil and their parents)
- understand and provide input in to the school's medical conditions policy.

Emergency care services

**Emergency care service personnel in this area have a responsibility to:**

- have an agreed system for receiving information held by the school about children and young people's medical conditions, to ensure best possible care
- understand and provide input in to the school's medical conditions policy.

Pupils

**The pupils at Raynes Park High School have a responsibility to:**

- treat other pupils with and without a medical condition equally
- tell their parents, teacher or nearest staff member when they are not feeling well
- let a member of staff know if another pupil is feeling unwell
- let any pupil 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
- ensure a member of staff is called in an emergency situation.

Parents\*

**The parents of a child at Raynes Park High School have a responsibility to:**

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

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

The DfE guidance 2014 lists the following unacceptable practices. This Guidance notes these issues and notes that it is important that there is a dialogue between school and parents so that the parent feel confident in the processes.

"Unacceptable practice:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged);
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- if the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- penalise children for their attendance record if their absences are related to their medical condition eg 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 child, including with toileting issues. No parent should have to give up working because the school is failing to support their child’s medical needs; or
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, eg by requiring parents to accompany the child. “

Supporting Pupils at School with Medical Conditions 2014

## 12. Policy review

- This school’s medical condition policy is reviewed, evaluated and updated every 2 years in line with the school’s policy review timeline.
  - The policy follows the statutory guidance outlined in ‘Supporting pupils at school with medical conditions’ (updated December 2015).
  - In evaluating the policy, Raynes Park High School seeks feedback on the effectiveness and acceptability of the medical conditions policy with a wide-range of key stakeholders within the school and health settings. These key stakeholders include:
    - pupils
    - parents
    - school nurse and/or school healthcare professionals
    - headteacher
    - teachers
    - special education needs coordinator
    - pastoral support/welfare officer
    - first aider
    - all other school staff
    - local emergency care service staff (including
    - accident & emergency and ambulance staff)
    - local health professionals
    - the school employer
    - school governors.
- c. The views of pupils with various medical conditions are actively sought and considered central to the evaluation process.

Staff responsible	<b>Assistant Headteacher:</b> Mr C. Mba <b>SENCo:</b> Ms K. Stevens	Governors Committee responsible	Standards & Quality
Date approved by Governors	March 2016	Review date	March 2018