



Medical Conditions

At School

Policy

To be read in conjunction with
Asthma Policy
Diabetes Policy
Administration of Medication Policy

Children & Families Act 2014

This school is committed to safeguarding and promoting the wellbeing of all children and expects our staff and volunteers to share this commitment.
Sundridge school policies actively promote Fundamental British Values.

Policy statement

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

We will help to ensure they can:

- + be healthy
- + stay safe
- + enjoy and achieve
- + make a positive contribution
- + achieve economic well-being.
- + 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.
- + Sundridge School understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- + Sundridge School understands the importance of medication being taken as prescribed.
- + all staff understand the common medical conditions
That affect children at Sundridge School. Staff receive training on the impact medical conditions can have on pupils.

1. Sundridge School is an inclusive community that aims to support and welcome pupils with medical conditions.

2. Sundridge 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.

Policy reviewed and revised annually

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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 Sundridge School.
5. All staff understand and are trained in the school's general emergency procedures.
6. Sundridge School has clear guidance on the administration of medication at school.
7. Sundridge School has clear guidance on the storage of medication at school.
8. Sundridge School has clear guidance about record keeping in accordance with the Data Protection Act (1998).
9. Sundridge 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. Sundridge School ensures children are accompanied by staff who are aware of individual children's medical need when on school trips/outings and attending extra-curricular clubs.
11. Sundridge School is aware of the common triggers that can make common medical conditions worse or can bring on an emergency.
12. Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.
13. The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year.

Policy reviewed and revised annually

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1. Sundridge School aims to support and welcome pupils with medical conditions

a. Sundridge 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. Sundridge School aims to provide all children with all medical conditions the same opportunities as others at school. We will help to ensure they can:

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

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. Sundridge School aims to include all pupils with medical conditions in all school activities.

e. Parent/carer of pupils with medical conditions feel secure in the care their children receive at Sundridge 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. Sundridge School understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

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- i. All staff understand the common medical conditions that affect children at Sundridge 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.

2. Sundridge 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. Sundridge 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
- + parent/carer
- + 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 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.

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c. All key stakeholders were consulted in two phases:

- + initial consultation during development of the policy
- + comments on a draft policy before publication.

d. Sundridge School recognise 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, parent/carer and other key stakeholders to ensure its full implementation

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.

a. Parent/carer are informed and regularly reminded about the medical conditions policy.

b. 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 Care 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.

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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 Care Plans are distributed to parent/carer
- + at scheduled medical conditions training
- + through the key principles of the policy being displayed in several prominent staff areas at Sundridge 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
- + via primary care trust (PCT) links and the school/community nurse
- + through communication about results of the monitoring and evaluation of the policy.

e. 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.

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

- a. All staff at Sundridge School are aware of the most common serious medical conditions at Sundridge School.
- b. Staff at Sundridge 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/carer. This may include administering medication.
- c. All staff who work with groups of pupils at Sundridge 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 or before if required.
- e. Action for staff to take in an emergency for the common serious conditions at Sundridge School is displayed in prominent locations for all staff including classrooms, kitchens and the staff room*.
- f. Sundridge School uses Care Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.
- g. Sundridge School has procedures in place so that a copy of the pupil's Care Plan is sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.

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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. Training is refreshed for all staff at least once a year or before if required.

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 school office.

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/carer arrives. The school tries to ensure that the staff member will be one the pupil knows.

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

Administration – emergency medication

a. All pupils at Sundridge School with medical conditions have easy access to their emergency medication. i.e. inhalers. An emergency inhaler is available for those who regularly have an inhaler in school. Parents are asked to sign a permission form at the start of the academic year (or when a child is prescribed an inhaler, see Asthma policy).

b. All pupils are encouraged to carry and administer their own emergency medication, when their parent/carer and health specialists determine they are able to start taking responsibility for their condition. All pupils are aware of the location of medicines, if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site

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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 Sundridge School.

f. Sundridge 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. Many members of staff are happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to pupils under the age of 16, but only with the written consent of the pupil's parent/carer.

i. Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.

j. 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.

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

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- l. Parent/carer at Sundridge 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.
- m. If a pupil at Sundridge School refuses their medication, staff record this and follow procedures. Parent/carer are informed as soon as possible.
- n. If a pupil at Sundridge School needs supervision or access to medication during home to school transport organised by the local authority, properly trained escorts are provided. All drivers and escorts have the same training as school staff, know what to do in a medical emergency and are aware of any pupils in their care who have specific needs. If they are expected to supervise or administer emergency medication they are properly trained and have access to the relevant Care Plans.
- o. 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.
- p. If a trained member of staff, who is usually responsible for administering medication, is not available Sundridge School makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.
- q. If a pupil misuses medication, either their own or another pupil's, their parent/carer are informed as soon as possible. These pupils are subject to the school's usual disciplinary procedures.

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7. Sundridge 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 and not held personally by members of staff.
- b. Pupils at Sundridge School have full access their emergency medication at all times. (If able to self-administer medication)
- c. Pupils at Sundridge School are reminded where their medication is kept.
- d. Pupils, whose healthcare professionals and parent/carer advice 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 the classroom. 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.

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i. Three times a year the identified member of staff checks the expiry dates for all medication stored at school. Medication is sent home at the end of each term, for parent/carer to check contents. The identified member of staff also ensures the medication is returned to school at the start of the following term.

j. The identified member of staff, along with the parent/carer 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 Sundridge 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/carer's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

Safe disposal

p. Parent/carer at Sundridge School are asked to collect out-of-date medication.

q. If parent/carer do not pick up out-of-date medication, or at the end of

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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.

s. Sharps boxes are used for the disposal of needles. Parent/carer obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in Sundridge 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/carer.

u. Collection and disposal of sharps boxes is arranged with the local authority's Waste Disposal services.

8. Sundridge School has clear guidance about record keeping

Enrolment forms

a. Parent/carer at Sundridge School are asked if their child has any health conditions or health issues on the enrolment form/contact form, which is filled out at the start of each school year. Parent/carer of new pupils starting at other times during the year are also asked to provide this information on enrolment forms.

Care Plans

Drawing up Care Plans

b. Sundridge School uses Care Plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the care Plan if required.

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- c. A Care Plan, accompanied by an explanation of why and how it is used, is sent to all parent/carer of pupils with a long-term medical condition. This is renewed annually with parent/carer.
- d. If a pupil has a short-term medical condition that requires medication during school hours, a medication form plus explanation is given to the pupil's parent/carer to complete.
- e. The parent/carer, healthcare professional and pupil with a medical condition, are asked to fill out the pupil's Care Plan together. Parent/carer are asked to sign and return these completed forms to the school.
- f. Sundridge School ensures that a relevant member of school staff is also present, if required to help draw up a Care Plan for pupils with complex healthcare or educational needs.

School Care Plan register

- g. Care Plans are used to create a centralised register of pupils with medical needs. An identified member of staff has responsibility for the register at Sundridge School.
- h. The responsible member of staff follows up with the parent/carer any further details on a pupil's Care Plan required or if permission for administration of medication is unclear or incomplete.

Ongoing communication and review of Care Plans

- i. Parent/carer at Sundridge School are regularly reminded to update their child's Care Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change.
- j. Staff at Sundridge School use opportunities such as teacher-parent/carer interviews and home-school diaries to check that information held by the school on a pupil's condition is accurate and up to date.
- k. Every pupil with a Care Plan at Sundridge School has their plan discussed and reviewed at least once a year.

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Storage and access to Care Plans

- l. Parent/carer and pupils at Sundridge School are provided with a copy of the pupil's current agreed Care Plan.
- m. Care Plans are kept in a discrete secure area in the child's classroom and in the staffroom.
- n. Apart from the central copy, specified members of staff (agreed by the pupil and parent/carer) securely hold copies of pupils' Care Plans. These copies are updated at the same time as the central copy.
- o. All members of staff who work with groups of pupils have access to the Care Plans of pupils in their care.
- p. 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 Care Plans of pupils in their care.
- q. Sundridge School ensures that all staff protect pupil confidentiality.
- r. Sundridge School seeks permission from parent/carer to allow the Care Plan to be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day.
- s. Sundridge School seeks permission from the pupil and parent/carer before sharing any medical information with any other party, such as when a pupil takes part in a work experience placement.

Use of Care Plans

Care Plans are used by Sundridge School to:

- + inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care
- + remind pupils 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
- + identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies.

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Sundridge School uses this information to help reduce the impact of common triggers

- + ensure that all medication stored at school is within the expiry date
- + ensure Sundridge School's local emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency
- + remind parent/carer of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

Consent to administer medicines

t. If a pupil requires regular prescribed or non-prescribed medication at school, parent/carer are asked to provide consent on their child's Care Plan giving the pupil or staff permission to administer medication on a regular/daily basis, if required. A separate form is sent to parent/carer for pupils taking short courses of medication.

u. All parent/carer of pupils with a medical condition who may require medication in an emergency are asked to provide consent on the Care Plan for staff to administer medication.

v. If a pupil requires regular/daily help in administering their medication then the school outlines the school's agreement to administer this medication on the pupil's Care Plan. The school and parent/carer keep a copy of this agreement.

w. Parent/carer of pupils with medical conditions at Sundridge School are all asked at the start of the school year to complete a medical form with up to date information on the administration of medication.

Residential visits

x. Parent/carer are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the 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

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about medication not normally taken during school hours.

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

z. All parent/carer 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.

Other record keeping

aa. Sundridge 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 parent/carer are informed as soon as possible.

bb. Sundridge School holds training on common medical conditions once a year. All 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 all new staff receive training.

cc. 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.

dd. Sundridge School keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

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9. Sundridge 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. Sundridge School is committed to providing a physical environment that is accessible to pupils with medical conditions.
- b. Pupils with medical conditions are included in the consultation process to ensure the physical environment at Sundridge School is accessible.
- c. Sundridge School's commitment to an accessible physical environment includes out-of-school visits. The school recognises that this sometimes means changing activities or locations.

Social interactions

- d. Sundridge 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.
- e. Sundridge 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.
- f. All staff at Sundridge 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.
- g. Staff use opportunities such as personal, social and health education

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(PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

Exercise and physical activity

h. Sundridge School understands the importance of all pupils taking part in sports, games and activities.

i. Sundridge 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.

j. Sundridge 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.

k. 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.

l. Sundridge 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.

m. Sundridge School ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.

n. Sundridge School ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Education and learning

o. Sundridge 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.

p. If a pupil is missing a lot of time at school, they have limited

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concentration or they are frequently tired, all teachers at Sundridge School understand that this may be due to their medical condition.

q. Teachers at Sundridge 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, parent/carer and the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.

r. Sundridge School ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum.

s. Pupils at Sundridge School learn about what to do in the event of a medical emergency.

Residential visits

t. Risk assessments are carried out by Sundridge School prior to any out-of-school visit and medical conditions are considered during this process. Factors Sundridge 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.

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

v. Risk assessments are carried out before pupils start any work experience or off-site educational placement. It is Sundridge 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 parent/carer before any medical information is shared with an employer or other education provider.

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10. Sundridge 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. Sundridge 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 Sundridge 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. Sundridge School uses Care 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

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with medical conditions.

g. The school reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to Sundridge 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. Sundridge School works in partnership with all interested and relevant parties including the school's governing body, all school staff, parent/carer, 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 Sundridge School. These roles are understood and communicated regularly.

Employer

Sundridge School's employer has a responsibility to:

- + ensure the health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips
- + ensure health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions
- + make sure the medical conditions policy is effectively monitored and evaluated and regularly updated
- + report to parent/carer, pupils, school staff and the local authority about the successes and areas for improvement of Sundridge School's medical conditions policy
- + provide indemnity for staff who volunteer to administer medication to

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pupils with medical conditions.

Head teacher

Sundridge 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, parent/carer, 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' Care 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, parent/carer, 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.

All school staff

All staff at Sundridge 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 Care Plan

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- + allow all pupils to have immediate access to their emergency medication
- + maintain effective communication with parent/carer 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.

Teaching staff

Teachers at Sundridge 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 parent/carer, 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

The school nurse at Sundridge School has a responsibility to:

- + help update the school's medical conditions policy
- + help provide regular training for school staff in managing the most common medical conditions at school
- + provide information about where the school can access other specialist training.

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First aider

First aiders at Sundridge 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 Sundridge 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 Sundridge 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 Sundridge School, have a responsibility to:

- + complete the pupil's Care Plans provided by parent/carer
- + 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 parent/carer) 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

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- + 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 parent/carer)
- + 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 Sundridge School have a responsibility to:

- + treat other pupils with and without a medical condition equally
- + tell their parent/carer, 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.

Parent/carer

The parent/carer of a child at Sundridge 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 Care Plan for their child
- + inform the school about the medication their child requires during school hours

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- + 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.

12. The medical conditions policy is regularly reviewed evaluated and updated. Updates are produced every year

a. Sundridge School's medical condition policy is reviewed, evaluated and updated every year in line with the school's policy review timeline.

b. New Department for Children, Families and Schools and Department of Health guidance is actively sought and fed into the review.

c. In evaluating the policy, Sundridge 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
- + parent/carers

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- + school nurse and/or school healthcare professionals
- + head teacher
- + 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.

d. The views of pupils with various medical conditions are actively sought and considered central to the evaluation process.

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