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1.4		

“Primitas Learning Partnership promotes the safeguarding and welfare of all children in its care; all policies are developed and formulated with this in mind.”

SUPPORTING PUPILS WITH MEDICAL CONDITIONS

Rationale

Primitas Learning Partnership (PLP) is proud to be an inclusive, people-centred organisation which values, welcomes and supports all stakeholders with medical conditions.

The mission of Primitas Learning Partnership is to ensure that “all children receive an education that they need and deserve.” Therefore, all PLP academies are expected to provide all children with medical conditions the same educational opportunities as other pupils and to include all them in all school activities.

This commitment is underpinned by current statutory guidance and relevant legislation, including Benedict’s Law, which strengthens our expectations for schools to be prepared to respond to life-threatening allergic reactions (anaphylaxis), including maintaining access to emergency adrenaline auto-injectors and ensuring appropriate staff training.

And in order for these expectations to be met, all staff in all Primitas academies must:

- understand the common medical conditions that affect members of the school community, if this does not breach confidentiality.
- receive training on the impact that the medical conditions can have on the pupils affected.
- have an acute understanding that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

And in doing so, all pupils with medical conditions must be encouraged to take control of their condition within a clear framework of care and support and families of those with medical conditions must feel secure in the support that their child(ren) will receive in school.

Ensuring Compliance With Statutory Guidance

All Primitas academies must follow all the rules set down by Government agencies with regard to administering medicines in school. This includes full compliance with current legislation and statutory guidance relating to emergency medication, including the provisions of Benedict’s Law and all existing Department for Education guidance on supporting pupils with medical conditions. In order to achieve this:

- Providers should ensure that they have sufficient information about the medical condition of any child with long-term medical needs.
- Pupils with serious allergies must have personalized healthcare and action plans to guide staff in managing allergic reactions.
- Providers should ask parents about the medicines that their child needs to take and provide details of any changes to the prescription or the support required.
- If the administration of prescription medicines requires technical/medical knowledge then individual training should be provided for staff from a qualified health professional. Training should be specific to the individual child concerned
- A sufficient number of staff will be trained to recognise medical emergencies and the need to administer emergency medication—particularly anaphylaxis, asthma attacks and other acute conditions—and to administer emergency medication promptly and confidently
- Schools will maintain appropriate stocks of emergency medication where permitted (such as spare adrenaline auto-injectors for anaphylaxis) and ensure that these are easily accessible, clearly labelled, stored safely, and regularly checked for expiry.
- Clear procedures will be in place to ensure a rapid response, including contacting emergency services and informing parents without delay, whenever emergency medicine is required and administered.
- Medicines should only be taken to a setting when this is essential and settings should only accept medicines that have been prescribed by a doctor, dentist, nurse or pharmacist. It is for the school to arrange who should administer medicines, either on a voluntary basis or as part of a contract of

employment. Staff have the right to refuse to administer medicine if they feel unable to. Other arrangements will need to be considered if the school cannot provide staff to carry out this task. See the section, "Administration".

- At times, non-prescription medications may be necessary to support a pupil's health and ability to attend school – for example, broken limb pain relief. This should be in exceptional cases only and the decision to administer these will be the decision of the Headteacher.
- Schools should keep prescribed medicines in a locked non-portable container (except where storage in a fridge is required) and only named individuals should have access.
- Records of all medication use will be accurately maintained with emergency medication clearly highlighted.
- Practice will be reviewed regularly to ensure continued compliance and the safety and wellbeing of all pupils.

Communicating With Stakeholders

The policy must be clearly communicated to staff, parents and other key stakeholders to ensure its full implementation.

Parents should be informed and regularly reminded about the medical conditions policy:

- by signposting access to the policy
- at the start of the school year when communication is sent out about Healthcare Plans
- in various school newsletters 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

School staff should be informed and regularly reminded about the medical conditions policy:

- by signposting access the policy and before Healthcare Plans are distributed to parents.
- at scheduled medical conditions training.
- through children's medical needs being made explicit to staff and information being easily accessible.

All supply and temporary staff are informed of the policy and their responsibilities.

Dealing With Medical Emergencies

All staff must be aware of the most common serious medical conditions at this school ie. anaphylaxis, asthma, diabetes and epilepsy.

All staff must understand and receive training about what to do in an emergency for the most common serious medical conditions at their school.

Staff must understand their duty of care in the event of an emergency. In an emergency situation school staff are required, under common law, to act like any reasonably prudent parent or carer. This may include administering medication.

Selected staff must receive training and know what to do in an emergency for the pupils in their care. Training is refreshed and/or retaken as permits expire or needs become known.

All Primitas academies must have procedures in place so that a copy of the pupil's Healthcare Plan is sent to the hospital/emergency care setting with the pupil. On occasions when this is not possible, key information from the plan is communicated to the hospital/emergency setting as soon as possible.

All staff must understand and be trained in the school's general emergency procedures

All staff know what action to take in the event of a medical emergency. This includes:

- how to contact emergency services and what information to give
- who to contact within the school.

- Informing parents and carers

Action to take in a general medical emergency must be displayed in prominent locations for staff. These may include classrooms, the staff room, shared areas and hall. Please refer to this for more detail.

Staff are instructed to be cautious when dealing with medical emergencies. This means that professional medical help will be sought in the overwhelming majority of cases to ensure the safety of the patient. Most often, this will entail calling the emergency services to take over the care of the patient.

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. Generally, staff should not take pupils to hospital in their own car. Schools are given clear guidance from the Trust when (and if) this is appropriate.

Administering Medication

All PLP academies must have clear guidance on the administration of medication at school, which addresses the following points regarding Emergency Medication:

Emergency Medication

- All pupils with medical conditions must have easy access to their emergency medication.
- All pupils should be 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.
- Pupils who do not carry and administer their own emergency medication must know where their medication is stored and how to access it.
- Pupils who do not carry and administer their own emergency medication must understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their medication safely.

General Administration

- All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, must be done under the supervision of a named member of staff at the school.
- Medication must be taken exactly as prescribed.
- All staff should be 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.
- Even though many members of staff may be happy to take on the voluntary role of administering medication, there is no expectation that they will have to do so.
- 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.
- NO medication can be administered without the consent of parents or carers.
- Some procedures for administering certain types of medication may cause concern for staff for health and safety or child protection reasons. If this is the case, staff will not be expected to cover these duties until the Trust has sought legal advice and is satisfied that all has been done to protect the staff member involved – particularly in the case of invasive procedures (eg. injections).
- If staff members do not agree that they are suitably qualified and able to take on the responsibility of these procedures, individual arrangements will be made with families. This may involve outside health professionals administering medication or parents coming in to school when necessary.
- Training given to all staff members who agree to administer medication to pupils, where specific training is needed. The Trust provides full indemnity through the Risk Protection Arrangement offered through the DfE.

- All staff must have been informed through training that they are required, under duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as administering medication.
- In some circumstances, medication may only be administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult. However, due to the nature of the profession, this may not always be possible. This would be discussed with parents/carers and arrangements noted on the pupil's individual care plan.
- Parents have the responsibility for notifying their child's school immediately, in writing, if their child's medication changes or is discontinued, or the dose or administration method changes.
- If a pupil refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.
- If a pupil needs supervision or access to medication during home-to-school transport organised by the local authority, properly trained escorts must be provided. All drivers and escorts must have the same training as school staff, know what to do in a medical emergency and be aware of any pupils in their care who have specific needs. If they are expected to supervise or administer emergency medication they must be properly trained and have access to the relevant Healthcare Plans.
- All staff attending off-site visits must be aware of any pupils with medical conditions on the visit and know what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.
- If a trained member of staff, who is usually responsible for administering medication, is not available the school must make alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.
- With regards to pupils on occasional medication eg antibiotics, parents/carers may be asked to come to school to administer medication that needs to be taken more than three times a day or at a specific time of day. Medicines that are taken three times a day should be administered outside of school hours.

Storage and Disposal of Medication

All Primitas academies must have clear guidance on the storage and disposal of medication at school which covers the following points:

Safe Storage: Emergency Medication

- Emergency medication must be readily available to pupils who require it at all times during the school day or at offsite 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.
- 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, must know exactly where to access their emergency medication.

Safe Storage: Non-Emergency Medication

- All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place.
- Staff ensure that medication is only accessible to those for whom it is prescribed.

Safe Storage: General

- There is an identified member of staff who ensures the correct storage of medication.
- All controlled drugs are kept in a cupboard and only named staff have access, even if pupils normally administer the medication themselves.
- Three times a year, the identified member of staff checks the expiry dates for all medication stored at school.
- 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 labelled with the pupil's name,

the name and dose of the medication and the frequency of dose. This includes all medication that pupils carry themselves.

- All medication is supplied and stored in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- Medication is stored in accordance with instructions, paying particular note to temperature.
- Some medication for pupils may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised pupils or lockable as appropriate.
- All medication is sent home with pupils at the end of the school year. Medication is not stored in school during the summer holidays.
- It is the parent's responsibility to ensure that in-date medication comes into school

Safe Disposal

- Parents are asked to collect out-of-date medication.
- If parents do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.
- A named member of staff is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least three times a year and is always documented.
- Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.
- If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy or to school or the pupil's parent.
- Collection and disposal of sharps boxes is arranged with an appropriate specialist provider.

Record Keeping

All Primitas academies must have clear guidance on how to record important details regarding the support provided to meet the medical needs of pupils

Enrolment of Pupils With Medical Needs

- Parents must be asked if their child has any health conditions or health issues at the start of each school year and this information must be recorded on an appropriate form.
- Parents of new pupils starting at other times during the year are also asked to provide this information which must be recorded appropriately.

Health Care Plans

- All PLP Schools must use Healthcare Plans 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.
- A Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of pupils 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.
- 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.

- The parents, healthcare professional, relevant member of school staff and pupil with a medical condition, are asked to fill out the pupil's Healthcare Plan together. Parents then return these completed forms to the school.
- Healthcare Plans are used 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. The 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 the 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 parents 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

- 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.
- All parents of pupils with a medical condition who may require medication in an emergency are asked to provide consent on the Healthcare Plan for staff to administer medication.
- 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 Healthcare Plan. The school and parents keep a copy of this agreement.
- Parents of pupils with medical conditions are all asked, at the start of the school year on the Healthcare Plan, if they and their child's healthcare professional believe the child is able to manage, carry and administer their own emergency medication.

Other Record Keeping

- All PLP academies must keep an accurate record of each occasion an individual pupil is given or is supervised taking medication. Details of the supervising staff member, pupil, dose, date and time must be recorded.
If a pupil refuses to have medication administered, this is also recorded and parents 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 Trust schools and reviewed every 12 months to ensure all new staff receive training.
- 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.
- This school keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

Residential Visits

- Risk assessments must be carried out by Trust academies prior to any out-of-school visit and medical conditions considered during this process. Factors the school should consider include: How all pupils will be able to access the activities proposed, how routine and emergency.
- It is the school's responsibility to ensure that the placement is suitable, including travel to and from the venue for the pupil.
- Medication will be stored and administered and where help can be obtained in an emergency.

- All PLP academies must understand that there may be additional medication, equipment or other factors to consider when planning residential visits.
- Permission is sought from the pupil and their parents before any medical information is shared with any other education provider.

Roles and Responsibilities

It is crucial that all key stakeholders know their roles and responsibilities in maintaining an effective policy for Supporting Pupils With Medical Conditions.

The Trust Board

The Trust Board has the ultimate accountability for:

- Ensuring the health and safety of all employees and those taking part in school activities on any site (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.
- Ensuring health and safety policies and risk assessments which are inclusive of the needs of pupils with medical conditions are in place and that the health and safety of staff administering medication is addressed appropriately.
- Making sure that the policy is effectively monitored and evaluated and regularly updated and communicated to relevant stakeholders.
- Providing indemnity for staff who volunteer to administer medication to pupils with medical conditions.

Local Governing Bodies

Governors have the responsibility to:

- Ensure the health and safety of staff employed in their academy plus anyone else on their premises or taking part in school activities (this includes their pupils). This responsibility extends to activities taking place off-site, such as visits, outings or field trips.
- Ensure that health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions and that the health and safety of staff administering medication is supported.
- Make sure this policy is effectively and regularly monitored, reviewed and evaluated.
- Ensure that report to parents, pupils, school staff and the trust about the successes and areas for improvement of this policy.

Senior Leaders

Senior Leaders have a responsibility to:

- Ensure that their 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.
- Assess the training and development needs of staff and arrange for them to be met.
- Ensure all guest 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 regularly according to review recommendations and recent local and national guidance and legislation.

- Report back to all key stakeholders about implementation of the policy.

All School Staff

All school staff 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.
- 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.
- Understand this policy and refresh their knowledge regularly.

Teaching Staff

Teaching staff have a particular 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, Inclusion Leader 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 Healthcare Professionals

School Healthcare Professionals have a responsibility to:

- Help update the Supporting Pupils' Medical Needs 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.

First Aider

First aiders 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.

External Doctors/Healthcare professionals

External doctors/ healthcare professionals who care for pupils who attend Primitas Academies, 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 into this policy.

Pupils

The pupils 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.
- Take their medication when they need it.
- 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 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.