

# Stowupland High School



## Supporting Students at School with Medical Conditions

History:

Date of Review	Committee	Lead	Next Review
Autumn 2015	Premises, Health & Safety	Business Manager	Autumn 2017
Autumn 2017	Premises, Health & Safety	Business Manager	Autumn 2019

**Contents:**

<b>Item:</b>	<b>Section Title:</b>	<b>Page No:</b>
<b>1</b>	Introduction	<b>2</b>
<b>2</b>	Shared ownership of the Policy	<b>2</b>
<b>3</b>	Student Support	<b>2-3</b>
<b>4</b>	Staff Understanding	<b>3-4</b>
<b>4.1</b>	Staff understand and are trained in the School's general emergency procedures	<b>3-4</b>
<b>5</b>	Administering Medication at School	<b>4-5</b>
<b>5.1</b>	Emergency Medication	<b>4</b>
<b>5.2</b>	General	<b>4-5</b>
<b>6</b>	The storage of medication at School	<b>5-6</b>
<b>6.1</b>	Emergency	<b>5</b>
<b>6.2</b>	Non-emergency	<b>5</b>
<b>6.3</b>	General	<b>5</b>
<b>6.4</b>	Safe disposal	<b>6</b>
<b>6.5</b>	Record Keeping Enrolment Forms	<b>6</b>
<b>7</b>	Healthcare Plans	<b>6-8</b>
<b>7.1</b>	Drawing up Healthcare Plans	<b>6</b>
<b>7.2</b>	School Healthcare Plan Register	<b>7</b>
<b>7.3</b>	Ongoing Communication and Review	<b>7</b>
<b>7.4</b>	Storage and Access	<b>7</b>
<b>7.5</b>	Use of Healthcare Plans	<b>7-8</b>
<b>8</b>	Consent to Administer Medicines	<b>8</b>
<b>9</b>	Residential Visits	<b>8-9</b>
<b>10</b>	Other Record Keeping	<b>9</b>
<b>11</b>	Inclusive Environment	<b>9-11</b>
<b>11.1</b>	Physical Environment	<b>10</b>
<b>11.2</b>	Social Interactions	<b>10</b>
<b>11.3</b>	Exercise and Physical Activity	<b>10</b>
<b>11.4</b>	Education and Learning	<b>11</b>
<b>12</b>	Medical Emergencies	<b>11</b>
<b>13</b>	Roles and Responsibilities	<b>11-12</b>
<b>13.1</b>	The Governing Body	<b>12</b>
<b>13.2</b>	Headteacher	<b>12</b>
<b>13.3</b>	Staff	<b>12</b>
<b>13.4</b>	School Nurse	<b>12</b>
<b>13.5</b>	Other Healthcare Professionals	<b>12</b>
<b>13.6</b>	Students	<b>12</b>
<b>13.7</b>	Parents / Carers	<b>12</b>
<b>13.8</b>	Local Authority	<b>12</b>
<b>14</b>	Updating the Policy	<b>12-13</b>

**Appendices:**

<b>Item:</b>	<b>Title:</b>	<b>Page No:</b>
<b>A</b>	Contacting the Emergency Services	<b>13</b>
<b>B</b>	Individual Healthcare Plan	<b>14-15</b>
<b>C</b>	The Healthcare Plan (letter from Director of Inclusive Learning)	<b>16</b>
<b>D</b>	Administration of Medicine in School	<b>17-20</b>
	Form 1 – Medical Consent Form	<b>18</b>
	Form 2 – Parental Agreement for School to Administer Medicine	<b>19</b>
	Form 3 – Request for Child to Carry Own Medicines	<b>20</b>
<b>E</b>	Record of Medication Administered to an Individual Child	<b>21</b>
<b>F</b>	Record of Medical Procedures in School	<b>22</b>

## 1. Introduction

Stowupland High School is an inclusive community that aims to support and welcome students with medical conditions. We aim to ensure that all students with medical conditions, both physical and mental are appropriately supported and have full access to education. This includes School trips and physical education.

We will help to ensure students can:

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

We will also ensure:

- 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
- This School understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood
- This School understands the importance of medication being taken as prescribed
- All staff understand the common medical conditions that affect children at this School
- Staff receive relevant training on the impact medical conditions can have on students.

**However students who have and infectious illness should not be in School.**

## 2. Shared Ownership of the Policy

The School has consulted on the development of this Medical Conditions Policy with a range of key stakeholders within both the School and health settings.

These include:

- Students with medical conditions
- Parents/Carers
- School nurse
- Head teacher
- Special Educational Needs Coordinator
- Senior leaders
- members of Staff trained in first aid
- all School staff
- School governors

## 3. Student Support

Students are supported by clear communication with staff, parents and other key stakeholders to ensure the policy's full implementation

- a. Students are made aware of the Medical Conditions Policy:
  - Through the Student and Year Councils.
  - Through School-wide communication, such as assemblies.
  - Tutor time.

- b. Parents are informed about the Medical Conditions Policy:
  - At the start of the School year when communication is sent out about Healthcare Plans.
  - When their child is enrolled as a new student at the School.
  - Through the School website.
  - A copy of the revised policy to be emailed home to parents/carers as part of the consultation process.
- 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 on the student's SIMs record at scheduled medical conditions training.
  - Through the key principles being accessible through the Staff Shared site on the School Network.
  - 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 links with the School nurse.
- 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.

#### 4. **Staff Understanding**

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

- a. Staff are aware of the most common serious medical conditions at this School.
- b. Staff at this School understand their duty of care to students in the event of an emergency. In an emergency situation School staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.
- c. Staff who work with groups of students at this School receive training and know what to do in an emergency for the students in their care with medical conditions.
- d. Training is refreshed for staff at appropriate intervals in line with guidance from relevant awarding authorities such as St Johns Ambulance.
- e. Action for staff to take in an emergency for the common serious conditions at this School is displayed in prominent locations for all staff. See Appendix A: 'Contacting the Emergency Service'.
- f. Healthcare Plans are used to inform the appropriate staff (including supply teachers and support staff) of students in their care who may need emergency help.

- g. This School has procedures in place where the information on the Healthcare Plan is communicated to the hospital as soon as possible.

#### **4.1 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. If a student 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 someone that the student knows.
- c. Generally, staff will not take students to hospital in their own car.

### **5. Administering Medication at School**

#### **5.1 Administration – Emergency Medication**

- a. All students at this School with medical conditions have easy access to their emergency medication.
- b. All students 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 students carry their emergency medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits.
- c. Students who do not carry and administer their own emergency medication know where their medication is stored and how to access it.
- d. Students 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.

#### **5.2 Administration – General**

- a. The use of all medication defined as a controlled drug, even if the student can administer the medication themselves, is done under the supervision of a named member of staff at this School.
- b. Medication is taken as prescribed.
- c. All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a student taking medication unless they have been specifically contracted to do so.
- d. There are named members of staff at this School who have been specifically contracted to administer medication.
- e. Many other 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 students under the age of 16, but only with the written consent of the student's parent.

- f. 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.
- g. In some circumstances medication is only administered by an adult of the same gender as the student, and preferably witnessed by a second adult.
- h. Parents at this 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.
- i. If a student at this School refuses their medication, staff record this. Parents are informed as soon as possible.
- j. All staff attending off-site visits are aware of any students 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.
- k. If a trained member of staff, who is usually responsible for administering medication, is not available this School makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.
- l. If a student misuses medication, either their own or another student's, their parents are informed as soon as possible. These students are subject to the School's usual disciplinary procedures.

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

### **6.1 Safe Storage – Emergency Medication**

- a. Emergency medication is readily available to students who require it at all times during the School day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.
- b. Most students at this School carry their emergency medication on them at all times. Students keep their own emergency medication securely.
- c. Students at this School are reminded to carry their emergency medication with them.
- d. Students, 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.

### **6.2 Safe Storage – Non-Emergency Medication**

- a. All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Students with medical conditions know where their medication is stored and how to access it.
- b. Staff ensure that medication is only accessible to those for whom it is prescribed.

### **6.3 Safe Storage – General**

- a. There is an identified member of staff who ensures the correct storage of medication at School. At Stowupland High School this is the nominated first aider.
- b. All controlled drugs are kept in a locked cupboard and only named staff have access, even if students normally administer the medication themselves. Three times a year

the identified member of staff checks the expiry dates for all medication store at School.

- c. The identified member of staff, along with the parents of students with medical conditions, ensure that all emergency and non-emergency medication brought in to School is clearly labelled with the student's name, the name and dose of the medication and the frequency of dose. This includes all medication that students carry themselves.
- d. All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the student's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- e. Medication is stored in accordance with instructions, paying particular note to temperature.
- f. Some medication for students at this School may need to be refrigerated. All refrigerated medication is to be stored in an airtight container and clearly labelled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised students or lockable as appropriate.
- g. All medication is sent home with students at the end of the School year. Medication is not stored in summer holidays.
- h. 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.

#### **6.4 Safe Disposal**

- a. Parents at this School are asked to collect out-of-date medication.
- b. If parents do not pick up out-of-date medication at the end of the School year, medication is taken to a local pharmacy for safe disposal.
- c. 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. At Stowupland High School this is the Health Support Assistant.
- d. Sharps boxes are used for the disposal of needles. All sharps boxes in this School are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.
- e. If a sharps box is needed 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 student's parent.
- f. Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

#### **6.5 Record Keeping Enrolment Forms**

Parents at this 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/carers of new students starting at other times during the year are also asked to provide this information on enrolment forms.

### **7. Healthcare Plans**

#### **7.1 Drawing up Healthcare Plans**

This 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 2: 'Healthcare Plan' and Appendix 3: 'Letter to parents/carers accompanying the Healthcare Plan')

- a. A Healthcare Plan is accompanied by an explanation of why and how it is used. It is sent to all parents of students with a long-term medical condition. This is sent:
  - At the start of the School year.
  - At enrolment.
  - When a diagnosis is first communicated to the School.
- b. If a student has a short-term medical condition that requires medication during School hours, a medication form plus explanation is sent to the student's parents to complete. (See Appendix 4: 'Administration of Medicine in School').
- c. The parents, healthcare professional and student with a medical condition are asked to fill out the student's Healthcare Plan together. Parents then return these completed forms to the School. The School ensures that a relevant member of School staff is also present if required to help draw up a Healthcare Plan for students with complex healthcare or educational needs.

## **7.2 School Healthcare Plan Register**

- a. Healthcare Plans are used to create a centralised register of students with medical needs. An identified member of staff has responsibility for the register. At Stowupland High School this is Mr C Appleford, Assistant Headteacher.
- b. The responsible member of staff follows up with the parents any further details on a student's Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

## **7.3 Ongoing Communication and Review of Healthcare Plans**

- a. Parents 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.
- b. Staff use opportunities such as teacher–parent interviews and home–school planner to check that information held by the School on a student's condition is accurate and up to date.
- c. Every student with a Healthcare Plan at this School has their plan discussed and reviewed at least once a year.

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

- a. Parents/carers and students at this School are provided with a copy of the student's current agreed Healthcare Plan.
- b. Healthcare Plans are kept in a secure central location at School i.e. Staff Shared area of the Network.
- c. Apart from the central copy, specified members of staff (agreed by the student and parents) securely hold copies of students' Healthcare Plans. These copies are updated at the same time as the central copy.
- d. All members of staff who work with groups of students have access to the Healthcare Plans of students in their care.
- e. When a member of staff is new to a student 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 students in their care.



- f. This School ensures that all staff protect student confidentiality.
- g. This School seeks permission from parents/carers 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.
- h. This School seeks permission from the student and parents/carers before sharing any medical information with any other party, such as when a student takes part in a work experience placement.

#### **7.5 Use of Healthcare Plans**

Healthcare Plans are used by this School to:

- Inform the appropriate staff and supply teachers about the individual needs of a student with a medical condition in their care.
- Remind students with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times.
- Identify common or important individual triggers for students 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 this School's local emergency care services have a timely and accurate summary of a student's current medical management and healthcare in the event of an emergency.
- Remind parents of students with medical conditions to ensure that any medication kept at School for their child is within its expiry dates. This includes spare medication.

### **8 Consent to Administer Medicines**

- a. If a student requires regular prescribed or non-prescribed medication at School, parents are asked to provide consent on their child's Healthcare Plan giving the student or staff permission to administer medication on a regular/daily basis, if required. A separate form is sent to parents/carers for students taking short courses of medication.
- b. All parents/carers of students 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.
- c. If a student requires regular/daily help in administering their medication then the School outlines the School's agreement to administer this medication on the student's Healthcare Plan. The School and parents/carers keep a copy of this agreement.
- d. Parents/carers of students with medical conditions at this School 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.

### **9. Residential Visits**

- a. Parents 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 student's current condition and their overall health. This provides essential and up-to-date information to relevant staff and School supervisors to help the student manage their condition while they are away. This includes information about medication not normally taken during School hours.

- b. 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 student's Healthcare Plan.
- c. All parents/carers of students 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.
- d. The residential visit form also details what medication and what dose the student is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the student manage their condition while they are away.
- e. See Appendix D – Form 2
- f. Risk assessments are carried out by this School prior to any out-of-School visit and medical conditions are considered during this process. **Factors this School considers include:**
  - How all students will be able to access the activities proposed.
  - How routine and emergency medication will be stored and administered.
  - Where help can be obtained in an emergency.
- g. This School understands that there may be additional medication, equipment or other factors to consider when planning residential visits. This School considers additional medication and facilities that are normally available at School.
- h. Risk assessments are carried out before students 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 student. Permission is sought from the student and their parents/carers before any medical information is shared with an employer or other education provider.

## 10. Other Record Keeping

- a. This School keeps an accurate record of each occasion an individual student is given or supervised taking medication. Details of the supervising staff member, student, dose, date and time are recorded. If a student refuses to have medication administered, this is also recorded and parents are informed as soon as possible. (See Appendix 5: 'Record of Medicines taken').
- b. This School holds training on common medical conditions. This is logged on the Staff training record.
- c. 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.
- d. There is an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

## **11. Inclusive Environment**

Effort is taken to ensure that the whole School environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

### **11.1 Physical Environment**

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

### **11.2 Social Interactions**

- a. We ensure that the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after School.
- b. We ensure that the needs of students with medical conditions are adequately considered to ensure they have full access to extended School activities such as School productions, after School clubs and residential visits.
- c. All staff at this School are aware of the potential social problems that students 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 students and to help create a positive social environment.

### **11.3 Exercise and Physical Activity**

- a. We understand the importance of all students taking part in sports, games and activities.
- b. We ensure all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all students.
- c. We ensure all classroom teachers, PE teachers and sports coaches understand that students should not be forced to take part in an activity if they feel unwell.
- d. Teachers and sports coaches are aware of students in their care who have been advised to avoid or to take special precautions with particular activities.
- e. We ensure all PE teachers, classroom teachers and School sports coaches are aware of the potential triggers for students' medical conditions when exercising and how to minimize these triggers.

- f. We ensure all students have the appropriate medication or food with them during physical activity and that students take them when needed.
- g. We ensure all students with medical conditions are actively encouraged to take part in out-of-School clubs and team sports.

#### **11.4 Education and Learning**

- a. We ensure that students with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.
- b. If a student is missing a lot of time at School, they have limited concentration or they are frequently tired, all teachers at this School understand that this may be due to their medical condition.
- c. Teachers are aware of the potential for students with medical conditions to have Special Educational Needs (SEN). Students 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 student, parents/carers and the student's healthcare professional to ensure the effect of the student's condition on their Schoolwork is properly considered.

### **12. Medical Emergencies**

We are 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 any health and safety risks and has a written schedule of reducing specific triggers to support this:

- a. This 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. Written information about how to avoid common triggers for medical conditions has been provided to all School staff. See Appendix B.
- d. This School uses Healthcare Plans to identify individual students who are sensitive to particular triggers. The School has a detailed action plan to ensure these individual students remain safe during all lessons and activities throughout the School day.
- e. 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 students with medical conditions.
- f. 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.

### **13. Roles and Responsibilities**

Each member of the School and health community knows their roles and responsibilities in maintaining an effective Medical Conditions Policy:

- a. This School works in partnership with all interested and relevant parties including the School's governing body, all School staff, parents/carers, employers, healthcare professionals and students 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.

**Within School, the Director of Inclusive Learning, takes overall responsibility for the implementation for the Policy.**

**13.1 The Governing Body**

The Governing Body has overall responsibility for ensuring students with medical conditions have the fullest participation in School life and that sufficient training is organised and delivered to ensure staff are competent to support the student and that all necessary staff are aware of the student's needs.

**13.2 The Headteacher**

The Headteacher oversees the work of the Director of Inclusive Learning in ensuring that the Policy is implemented in School. Also, that relevant training is provided and staff are recruited if needed and that appropriate Insurance is in place. The Headteacher will have the final say in cases of medication being administered in School. In most cases this will be possible but not where the health of a young person is believed to be unstable or a danger to other students or staff in School through infection or mental instability.

**13.3 Staff**

All School staff should be informed and given relevant training. Staff may be asked to support students with medical conditions, including administering medicines – **but staff cannot be required to do so.**

**13.4 School Nurse**

The School Nurse is responsible for notifying the School when a student has been identified as having a medical condition if this is at the point of transition from Primary to Secondary School. The School Nurse may provide advice and training if appropriate.

**13.5 Other Healthcare Professionals**

To liaise with the School around new diagnoses and on-going support for those who have long term conditions. Specialist advice, training and support can be provided as necessary e.g. briefing all staff on students with a specific type of Diabetes or Epilepsy.

**13.6 Students**

Are best placed to identify their needs and should be fully involved.

**13.7 Parent/Carers**

They are responsible for supplying up-to-date information about the condition and medication/treatment needs. They must supply contactable adults for the Individual Health Care Plan.

**13.8 Local Authority**

Responsible for supporting a School with the needs of individual students if mainstream Schooling is no longer appropriate due to mental or physical health needs. The guidance to Local Authorities says they should be ready to do this when a child has been away or will be away for 15 days or more due to health needs (consecutive or cumulative).

**14. Updating the Policy**

The Medical Conditions Policy is regularly reviewed evaluated and updated. Updates are produced every year:

- a. This 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 Education and Department of Health guidance is actively sought and fed into the review.
- c. In evaluating the policy, the 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;
- d. The views of students with various medical conditions are actively sought and considered central to the evaluation process.

**Appendix A****CONTACTING THE EMERGENCY SERVICES**

**Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.**

**Speak clearly and slowly and be ready to repeat information if asked.**

- Your telephone number           **01449 674827**
- Your name.
- Your location as follows:       **Stowupland High School**  
**Church Road**  
**Stowupland**  
**Stowmarket**  
**IP14 4BQ**
- The exact location of the patient within the School.
- The name of the child and a brief description of their symptoms.
- The best entrance to use and state that the crew will be met and taken to the patient.

**Appendix B**

**Individual Health Plan**

<b>Student:</b>		<b>Form:</b>	
<b>Address:</b>		<b>DOB:</b>	
<b>Medical Condition:</b>		<b>Date:</b>	

**Family Contact Information**

<b>Priority One</b>			
<b>Name:</b>			
<b>Telephone Work:</b>		<b>Telephone Home:</b>	
<b>Telephone Mobile:</b>		<b>Relationship to Child:</b>	

<b>Priority Two</b>			
<b>Name:</b>			
<b>Telephone Work:</b>		<b>Telephone Home:</b>	
<b>Telephone Mobile:</b>		<b>Relationship to Child:</b>	

**Clinical Hospital Contact**

<b>Name:</b>		<b>Telephone:</b>	
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**GP Contact**

<b>Name:</b>		<b>Telephone:</b>	
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**Who is responsible for providing support in School?**

<b>Name:</b>		<b>Telephone:</b>	
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**Medical Needs: signs, symptoms, triggers, treatments, facilities, equipment or devices, environmental issues**

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## Appendix B

### Medication

<b>Name:</b>		<b>Dose:</b>	
<b>Method of Administration:</b>		<b>When to be taken:</b>	
<b>Side effects:</b>		<b>Self-administered</b>	YES / NO
<b>Administered by (if not self):</b>		<b>Supervision:</b>	YES / NO

<b>Daily Care Requirements:</b>	
<b>Specific support for the student's education, social and emotional needs:</b>	
<b>Arrangements for School visits/trips etc:</b>	
<b>Other information:</b>	

<b>Who is responsible in an emergency:</b>	
<b>Plan developed with:</b>	
<b>Staff training needed / undertaken:</b>	

The above information is accurate at this time and I will inform the School immediately, in writing, if there is any change in my child's medical condition or medication.

<b>Signed:</b> Parent/Carer		<b>Date:</b>	
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## Appendix C

Dear Parent/Carer

### **The Healthcare Plan**

Thank you for informing us of your child's medical condition. As part of accepted good practice and with advice from the Department for Education, relevant voluntary organisations and the School's governing bodies, our School has recently established a new Medical Conditions Policy for use by all staff.

As part of this new policy, we are asking all parents of children with a medical condition to help us by completing a School Healthcare Plan for their child/children. Please complete the plan, with the assistance of your child's healthcare professional, and return it to the School.

If you would prefer to meet someone from the School to complete the Healthcare Plan or if you have any questions then please contact me on 01449 674827.

Your child's completed plan will store helpful details about your child's medical condition, current medication, triggers, individual symptoms and emergency contact numbers. The plan will help School staff to better understand your child's individual condition.

Please make sure the plan is regularly checked and updated and the School is kept informed about changes to your child's medical condition or medication. This includes any changes to how much medication they need to take and when they need to take it.

I look forward to receiving your child's Healthcare Plan.

Yours sincerely

Mr C Appleford  
Assistant Headteacher

## Appendix D

### ADMINISTRATION OF MEDICINE IN SCHOOL

#### IMPORTANT INFORMATION, PLEASE READ CAREFULLY

Parents/Carers are required to:

1. Complete all of Form 1 "Medical Consent Form".
2. If you require the School to keep and administer medicines, you must complete and sign Form 2 "Parental agreement for School to administer medicine".
3. If your child needs to carry their own medication in School, you must complete Form 3 "Request for child to carry his/her own medicine".

Medicines must be delivered to the School office by a parent/carer or other responsible adult (i.e. NOT the student). They must be clearly labelled with child's name, contents name, dosage and any other instructions from the doctor.

If medication is required over long periods of time, any change in dosage or other arrangements should be notified by parents/carers. It is the responsibility of parents/carers to maintain supplies of medicines in School and to ensure that those supplies are within their expiry date.

This form **MUST** be completed by the parent/carer

Appendix D / Form 1

**MEDICAL CONSENT FORM**

PLEASE PRINT CLEARLY

<b>Student's Full Name:</b>	
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**1. Medical Information**

<b>a.</b> Does your son/daughter suffer from any conditions requiring medical treatment?	<b>YES / NO</b>
If <b>YES</b> , please give brief details:	
<b>b.</b> To the best of your knowledge, has your son/daughter been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious.	<b>YES / NO</b>
If <b>YES</b> , please give details:	
<b>c.</b> Does your son/daughter suffer from any allergies?	<b>YES / NO</b>
If <b>YES</b> , please give details including management and emergency protocol forms, if applicable.	
<b>d.</b> Please outline any special dietary requirements of your child:	

If you wish the School to retain your child's medicine and be supervised during administration of his/her medicine, please complete Appendix D / Form 2 "Parental agreement for School to administer medicine" including the "Legal Disclaimer" below. If you wish your child to carry and administer his/her own medicine, please complete Appendix D / Form 3 "Request for child to carry his/her own medicine" including the "Legal Disclaimer" below.

**2. Declaration**

I undertake to inform the School as soon as possible of any changes in the medical circumstances of my child whilst attending the School. I agree to authorise the Headteacher to approve such medical treatment for my child as is deemed necessary in an emergency. I may be contacted by telephone on the telephone numbers provided on the Student Information Form.

<b>Signed:</b> Parent/Carer		<b>Date:</b>	
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**LEGAL DISCLAIMER**

I understand that neither the Headteacher nor anyone acting on his/her authority, nor the Governing Body will be liable for any illness or injury to the child arising from the administering of the medication or drug unless caused by the negligence of the Headteacher, the person acting on his / her authority or the Governing Body, as the case may be.

<b>Signed:</b>		<b>Date:</b>	
<b>Relationship:</b>			

**Appendix D / Form 2      Only to be completed if your child takes prescribed medication in School**

**PARENTAL AGREEMENT FOR SCHOOL TO ADMINISTER MEDICINE**

The School will not give your child medicine unless you complete and sign this form, and the Headteacher has agreed that School staff can administer the medication. Please read and sign the disclaimer below.

**DETAILS OF STUDENT**

<b>Full Name:</b>		<b>Form:</b>	
<b>Address:</b>		<b>Condition or Illness:</b>	

**MEDICATION**

<b>Name/Type of Medication</b> (as described on the container)		<b>Dosage and method:</b>	
<b>Full Directions for Use:</b>		<b>Date Dispensed:</b>	
<b>Timing &amp; Special Precautions:</b>		<b>Self Administration:</b>	YES / NO
<b>Side Effects:</b>		<b>Procedures to take in an Emergency:</b>	

**CONTACT DETAILS**

<b>Name of Parent/Carer:</b>		<b>Relationship to Student:</b>	
<b>Address:</b>		<b>Daytime Contact No:</b>	

My child's doctor has prescribed the above medication.

I understand that I must deliver the medication personally to the School office. I accept this is a service which the School is not obliged to undertake.

<b>Signed:</b> Parent/Carer		<b>Date:</b>	
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**LEGAL DISCLAIMER**

I understand that neither the Headteacher nor anyone acting on his/her authority, nor the Governing Body will be liable for any illness or injury to the child arising from the administering of the medication or drug unless caused by the negligence of the Headteacher, the person acting on his/her authority or the Governing Body, as the case may be.

<b>Signed:</b>		<b>Date:</b>	
<b>Relationship:</b>			

## Appendix D / Form 3

**REQUEST FOR CHILD TO CARRY HIS/HER OWN MEDICINE**

If an epi-pen is to be carried, prior arrangement with the School is required.

If staff have any concerns discuss this request with healthcare professionals.

**STUDENT DETAILS:**

<b>Full Name:</b>		<b>Form:</b>	
<b>Address:</b>		<b>Condition or Illness:</b>	

**MEDICATION:**

<b>Name/Type of Medication</b> (as described on the container)		<b>Dosage and method:</b>	
<b>Full Directions for Use:</b>		<b>Date Dispensed:</b>	
<b>Timing &amp; Special Precautions:</b>		<b>Self Administration:</b>	YES / NO
<b>Side Effects:</b>		<b>Procedures to take in an Emergency:</b>	

**CONTACT DETAILS**

<b>Name of Parent/Carer:</b>		<b>Relationship to Student:</b>	
<b>Address:</b>		<b>Daytime Contact No:</b>	

I would like my son/daughter to keep his/her medicine on him/her for use as necessary.

<b>Signed:</b> Parent/Carer		<b>Date:</b>	
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**LEGAL DISCLAIMER**

I understand that neither the Headteacher nor anyone acting on his/her authority, nor the Governing Body, will be liable for any illness or injury to the child arising from the administering of the medication or drug unless caused by the negligence of the Headteacher, the person acting on his / her authority or the Governing Body as the case may be.

<b>Signed:</b>		<b>Date:</b>	
<b>Relationship:</b>			

**Note; if more than one medicine is to be given, a separate form should be completed for each one.**

Appendix E

**RECORD OF MEDICATION ADMINISTERED TO AN INDIVIDUAL CHILD**

Name of Student:				Form:	
Name and strength of medicine:					
Date medicine provided by parent:		Quantity received:		Expiry Date:	
Dose and frequency of medicine:					

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

**Appendix F**

**RECORD OF MEDICATION ADMINISTERED IN SCHOOL**

Date	Student's name	Time	Name of medication	Dose given	Any reactions	Signature of staff member	Print name