

JOHN TAYLOR MULTI ACADEMY TRUST



Supporting Pupils with Medical Conditions Policy

(This policy needs to be read in conjunction with school specific procedures relevant to the needs of each individual academy)

Implementation date: October 2016

Reviewed: September 2019

LGB Procedures: No

Policy statement

John Taylor Multi Academy Trust is an inclusive community that aims to support and welcome pupils with medical conditions and provide each pupil with the same opportunities. The Trust recognises that medical conditions can relate to physical and mental health, and manifest individually or alongside one another to varying degrees.

This policy, whilst in many areas will refer specifically to physical medical conditions, should also in application and spirit relate in equal measure to mental health needs.

We will help to ensure all pupils can:

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

John Taylor MAT ensures all staff understand their duty of care to children and young people in the event of an emergency.

JTMAT understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill-managed or misunderstood.

JTMAT understands the importance of medication being taken as prescribed and encourages pupils with medical conditions to take control of their condition.

All staff understand the common medical conditions¹ that affect children at JTMAT schools. Staff receive guidance on the impact of certain medical conditions and training where required.

The Supporting Pupils with Medical Conditions Policy is supported by a clear communication plan for staff, parents² and other key stakeholders to ensure that it is implemented appropriately.

¹ for example, asthma, allergies.

² The term 'parent' implies any person or body with Parental Responsibility, such as a Foster Parent, Carer, Guardian or Local Authority.

1. The Supporting Pupils with Medical Conditions Policy is communicated to pupils, parents, staff and other key stakeholders as below:

1.1. Pupils are informed and reminded about the Supporting Pupils with Medical Conditions Policy:

- in individual school newsletters
- in personal, social and health education (PSHE) classes

1.2. Parents are informed and regularly reminded about the Supporting Pupils with Medical Conditions policy:

- annually, at the start of the school year when communication is sent out about Healthcare Plans
- in the individual 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

1.3. School staff are informed and regularly reminded about the Supporting Pupils with Medical Conditions Policy:

- through copies available via the staff policy documents located on the JTMAT website
- at scheduled medical conditions training sessions, as appropriate
- all supply and temporary staff must be signposted to the JTMAT website for information.

1.4. All other external stakeholders are informed and reminded about the individual schools' medical conditions policy via annual reviews.

2. All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at each school within John Taylor MAT

2.1. All staff are aware of the most common serious medical conditions at each school via the student database.

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

2.3. All staff who work with groups of pupils at our schools receive guidance so they know what to do in an emergency for the pupils in their care with specific medical conditions.

2.4. Training is refreshed for relevant staff as appropriate and reflects the nature of the medical condition.

2.5. Action for staff to take in an emergency would be to seek assistance via the emergency services or seeking advice from a trained First Aider.

2.6. JTMAT schools use Healthcare Plans to inform the appropriate staff of pupils in their care who may need emergency help. These are highlighted on the SIMs database and copies of the Healthcare Plan are linked to the pupil.

2.7. Should an emergency happen, the nominated First Aider would send a copy of the pupil's Healthcare Plan 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.

3. General Emergency Procedures

3.1. 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

3.2. Action to take in a general medical emergency is displayed in prominent locations for staff. These include classrooms, the staff room, food preparation areas and sporting facilities.

3.3. 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.

3.4. Generally, staff should not take pupils to hospital in their own car. However, this may be necessary in certain situations.

4. Administration of medication at a JTMAT school

Administration – emergency medication

4.1. All pupils with medical conditions must have easy access to their emergency medication.

4.2. All pupils are encouraged to carry and administer their own emergency medication, when their parents and health specialists determine they are able to start taking responsibility for their condition. All pupils carry their emergency medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits.

4.3. Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it.

4.4. 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

4.5. 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 member of staff trained in first aid procedures.

4.6. JTMAT school understand the importance of medication being taken as prescribed.

4.7. 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.

4.8. 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 pupils under the age of 16, but only with the written consent of the pupil's parent.

4.9. Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. This could be when the use of an epi-pen would be needed, or when monitoring a diabetic student.

4.10. All school staff 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.

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

4.12. Parents at JTMAT schools 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.

4.13. If a pupil refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.

4.14. If a pupil 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 know what to do in a medical emergency and are aware of any pupils in their care who have specific needs. If they are expected to supervise or administer emergency medication they are properly trained and have access to the relevant Healthcare Plans.

4.15. 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.

4.16. If a trained member of staff, who is usually responsible for administering medication, is not the school must make alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.

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

5. The storage of medication at school

Safe storage – emergency medication

5.1. 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.

5.2. Most pupils at JTMAT schools carry their emergency medication on them at all times. Pupils keep their own emergency medication securely.

5.3. Pupils at a JTMAT School are reminded to carry their emergency medication with them.

5.4. Pupils, whose healthcare professionals and parents advise the school that their child is not yet able or old enough to self manage and carry their own emergency medication, know exactly where to access their emergency medication.

Safe storage – non-emergency medication

5.5. All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Pupils with medical conditions know where their medication is stored and how to access it.

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

Safe storage – general

5.7. The person responsible for First Aid ensures the correct storage of medication at school.

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

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

5.10. The person responsible for First Aid, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labeled with the pupil's name, the name and dose of the medication and the frequency of dose.

5.11. All medication is supplied and stored, wherever possible, in its original containers. All medication is labeled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.

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

5.13. Some medication for pupils at a JTMAT School may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labeled. Refrigerators used for the storage of medication are in a secure area which is inaccessible to unsupervised pupils.

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

5.15. It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

Safe disposal

5.16. Any out-of-date medication is sent home.

5.17. At the end of a school year, all medication is either sent home or is taken to a local pharmacy for safe disposal.

5.18. The person responsible for First Aid 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.

5.19. Each JTMAT School has a 'yellow' bin in the First Aid room, which is used to dispose of first aid equipment, including needles.

5.20. If a sharps box is needed on an off-site or residential visit, the parent would need to obtain one from the child's GP or pediatrician on prescription. A named member of staff would be responsible for its safe storage and return to a local pharmacy or to school or the pupil's parent.

5.21. Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

6. Record keeping

Enrolment forms

6.1. Parents at JTMAT Schools are asked if their child has any health conditions or health issues on the enrolment form. Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms. For certain medical needs, confirmation will be required by a medical professional.

Drawing up Healthcare Plans

6.2. Each JTMAT School uses a Healthcare Plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required.

See Appendix 1 – Form 1

6.3. 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, or
- at enrolment, or
- when a diagnosis is first communicated to the school

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

See Appendix 1 – Form 2

6.5. The parents, healthcare professional 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.

6.6. Each JTMAT School ensures that a relevant member of school staff is also present, if required, to help draw up a Healthcare Plan for pupils with complex healthcare or educational needs.

School Healthcare Plan register

6.7. Healthcare Plans are used to create a centralised register of pupils with medical needs and the information is recorded in SIMs. An identified member of staff has responsibility for the register at this school.

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

Ongoing communication and review of Healthcare Plans

6.9. Parents at a JTMAT School are regularly reminded to update their child's Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change.

6.10. Staff at a JTMAT School use opportunities such as the school newsletter to communicate with parents and remind of the need to check that information held by the school on a pupil's condition is accurate and up to date.

6.11. Every pupil with a Healthcare Plan at this school has their plan reviewed at least once a year.

Storage and access to Healthcare Plans

6.12 Parents and pupils at a JTMAT School are provided with a copy of the pupil's current agreed Healthcare Plan.

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

6.14 Apart from the central copy, specified members of staff hold copies of pupils' Healthcare Plans. These copies are updated at the same time as the central copy.

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

6.16 A note is made on SIMs of any pupil with significant medical needs. When a member of staff is new to a pupil group, for example due to staff absence, it will be clear that the pupil has a medical need and they will have access to the Healthcare Plans of pupils in their care.

6.17 Each JTMAT School ensures that all staff protect pupil confidentiality.

6.18 Each JTMAT School seeks permission from parents to allow the Healthcare Plan to be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day. This permission is included on the Healthcare Plan.

6.19 JTMAT Schools seek permission from the pupil and parents before sharing any medical information with any other party, such as when a pupil takes part in a work experience placement.

Use of Healthcare Plans

Healthcare Plans are used by JTMAT Schools 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. JTMAT Schools use 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 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

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

6.21 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.

6.22 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.

6.23 Parents of pupils with medical conditions at a JTMAT 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.

Residential visits

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

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

6.26 All parents of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.

6.27 The residential visit form also details what medication and what dose the pupil 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 pupil manage their condition while they are away.

6.28 Whilst each JTMAT School will endeavour to make reasonable adjustments to enable students with medical or health needs to participate fully, it reserves the right to withdraw a child from an educational visit or amend their itinerary in the light of an unforeseen deterioration in the condition that may compromise the pupil's wellbeing or that of others were they to participate in the visit as initially proposed.

Other record keeping

6.29 Each JTMAT School keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and time are recorded. If a pupil refuses to have medication administered, this is also recorded and parents are informed as soon as possible.

7. JTMAT Schools ensure 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

Physical environment

7.1 Each JTMAT School is committed to providing a physical environment that is accessible to pupils with medical conditions.

7.2 Pupils with medical conditions are considered in the consultation process to ensure the physical environment at each JTMAT School is accessible.

7.3 JTMAT 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

7.4 JTMAT Schools ensure 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.

7.5 JTMAT Schools ensure 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.

7.6 All staff at a JTMAT 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 behavior policies.

7.7 Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

Exercise and physical activity

7.6 JTMAT Schools understand the importance of all pupils taking part in sports, games and activities.

7.7 JTMAT Schools 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 pupils.

7.8 JTMAT Schools ensure 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.

7.9 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.

7.10 JTMAT Schools ensure 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.

7.11 JTMAT Schools ensure all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.

7.12 JTMAT Schools ensure all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Education and learning

7.13 JTMAT Schools ensure that pupils with medical conditions can participate as much as possible in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided if required.

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

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

Residential visits

7.16 Risk assessments are carried out at JTMAT Schools prior to any out-of-school visit and medical conditions are considered during this process. Factors Schools consider 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.

7.17 JTMAT schools understand that there may be additional medication, equipment or other factors to consider when planning residential visits. Each school considers additional medication and facilities that are normally available at school.

7.18 Risk assessments are carried out before pupils start any work experience or off-site educational placement. It is each school's responsibility to ensure that the placement is suitable. Permission is sought from the pupil and their parents before any medical information is shared with an employer or other education provider. Whilst reasonable adjustments will be considered, the school reserves the right to withdraw a child from a situation or amend their itinerary in the light of an unforeseen deterioration in the condition that may compromise the pupil's wellbeing or that of others were they to participate in the work experience or work placement as initially proposed.

8. JTMAT Schools are aware of the common triggers that can make medical conditions worse or can bring on an emergency. Our schools are actively working towards reducing health and safety risks

8.1 JTMAT Schools are committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.

8.2 An advice document has been produced for School staff to provide best practice advice on how to avoid and reduce exposure to common triggers for common medical conditions.

8.3 JTMAT Schools use Individual Healthcare Plans to identify individual pupils who are sensitive to particular triggers and the advice is acted on to ensure these individual pupils remain safe during all lessons and activities throughout the school day.

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

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

9. Roles and responsibilities in maintaining an effective medical conditions policy

a. JTMAT Schools works in partnership with all interested and relevant parties including the school's Local Governing Body, all school staff, parents, employers, community healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully.

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

As an employer, JTMAT 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 parents, pupils, school staff and the local authority about the successes and areas for improvement of this school's medical conditions policy
- provide indemnity for staff who volunteer to administer medication to pupils with medical conditions.

JTMAT School's Headteacher/Head of School has a responsibility to:

- ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- liaise between interested parties including pupils, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents, governors, the school health service, the local authority transport service, and local emergency care services
- ensure the policy is put into action, with good communication of the policy to all
- ensure that the policy is maintained through a regular policy schedule update framework
- ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using pupils' Healthcare Plans
- ensure pupil confidentiality
- assess the training and development needs of staff and arrange for them to be met
- ensure all supply teachers and new staff know the medical conditions policy through the induction programme
- delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register
- monitor and review the policy at least once a year, with input from pupils, parents, staff and external stakeholders
- update the policy at least once a year according to review recommendations and recent local and national guidance and legislation
- report back to all key stakeholders about implementation of the medical conditions policy.

All staff at JTMAT have a responsibility to:

- be aware of the potential triggers, signs and symptoms of common medical

- conditions and know what to do in an emergency
- understand the school's medical conditions policy
- know which pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan
- allow all pupils to have immediate access to their emergency medication
- maintain effective communication with parents including informing them if their child has been unwell at school
- ensure pupils who carry their medication with them have it when they go on a school visit or out of the classroom
- be aware of pupils with medical conditions who may be experiencing bullying or need extra social support
- understand the common medical conditions and the impact it can have on pupils (pupils should not be forced to take part in any activity if they feel unwell)
- ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teachers at JTMAT Schools have a responsibility to:

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

The nominated first aider at JTMAT Schools have 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.

First aiders at John Taylor High School have a responsibility to:

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

Special Educational Needs Coordinator at JTMAT Schools 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.

The Pastoral Team at JTMAT Schools have 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.

We make an assumption that individual doctors and specialist healthcare

professionals caring for pupils who attend JTMAT Schools, have a responsibility to:

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

We make an assumption that, 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.

The pupils at JTMAT Schools have a responsibility to:

- treat other pupils with and without a medical condition equally
- tell their parents, teacher or nearest staff member when they are not feeling well
- let a member of staff know if another pupil is feeling unwell
- let any pupil take their medication when they need it, and ensure a member of staff is called
- treat all medication with respect
- know how to gain access to their medication in an emergency if mature and old enough, know how to take their own medication and to take it when they need it
- ensure a member of staff is called in an emergency situation.

The parents of a child at JTMAT Schools 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 labeled with their child's full name
- provide the school with appropriate spare medication labeled 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.

10. The Supporting Pupils with Medical Conditions Policy is regularly reviewed evaluated and updated. Updates are produced every year

a. JTMAT School's medical condition procedures are reviewed, evaluated and updated 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, JTMAT seeks feedback on the effectiveness and acceptability of the medical conditions policy with a wide-range of key stakeholders within the school and health settings. These key stakeholders include:

- pupils
- parents
- school healthcare professionals
- Headteacher/Head of School
- Teachers
- Special Education Needs Coordinator
- Pastoral Team
- First aid staff
- local health professionals
- School Governors.

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

Legislation and guidance

Introduction

Local authorities, the Trust, schools and governing bodies are responsible for the health and safety of pupils in their care.

Areas of legislation that directly affect a medical conditions policy are described in more detail in *Managing Medicines in Schools and Early Years Settings*. The main pieces of legislation are the Disability Discrimination Act 1995 (DDA), amended by the Special Educational Needs and Disability Act 2001 (SENDA) and the Special Educational Needs and Disability Act 2005. These acts make it unlawful for service providers, including schools, to discriminate against disabled people. Other relevant legislation includes the Education Act 1996, the Care Standards Act 2000, the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Medicines Act 1968.

This section outlines the main points from the relevant legislation and guidance that schools should consider when writing a medical conditions policy.

Managing Medicines in Schools and Early Years Settings (2004)

This provides guidance from the DfES (now DCFS) and DH on managing medicines in schools and early years settings. The document includes the following chapters:

- developing medicines policies
- roles and responsibilities
- dealing with medicines safely
- drawing up a Healthcare Plan
- relevant forms.

Medical Conditions at School: A Policy Resource Pack is designed to work alongside *Managing Medicines in Schools and Early Years Settings*.

Disability Discrimination Act 1995 (DDA) and the Special Educational Needs and Disability Acts (2001 and 2005)

Many pupils with medical conditions are protected by the DDA and SENDA, even if they don't think of themselves as 'disabled'.

The Commission for Equality and Human Rights (CEHR) (previously the Disability Rights Commission) publishes a code of practice for schools, which sets out the duties under the DDA and gives practical guidance on reasonable adjustments and accessibility. The CEHR offers information about who is protected by the DDA, schools' responsibilities and other specific issues.

Schools' responsibilities include:

- not to treat any pupil less favorably in any school activities without material and sustainable justification
- to make reasonable adjustments that cover all activities – this must take into consideration factors such as financial constraints, health and safety requirements and the interests of other pupils. Examples of reasonable adjustments can be found in the DfES resource: *Implementing the DDA in Schools and Early Years Settings*
- to promote disability equality in line with the guidance provided by the DCSF and CEHR through the Disability Equality Scheme.

The Education Act 1996

Section 312 of the Education Act covers children with special educational needs, the provisions that need to be made and the requirements local health services need to

make to help a local authority carry out its duties.

The Care Standards Act 2000

This act covers residential special schools and responsibilities for schools in handling medicines.

Health and Safety at Work Act 1974

This act places duties on employers for the health and safety of their employees and anyone else on their premises. This covers the head teacher and teachers, non-teaching staff, pupils and visitors.

Management of Health and Safety at Work Regulations 1999

These regulations require employers to carry out risk assessments, manage the risks identified and to communicate these risks and measures taken to employees.

Medicines Act 1968

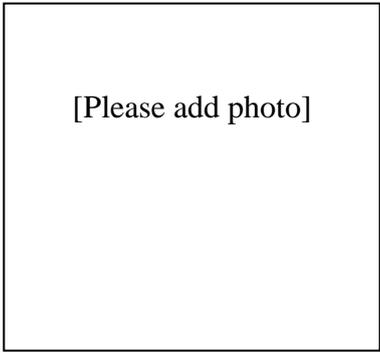
This act specifies the way that medicines are prescribed, supplied and administered.

Additional guidance

Other guidance resources that link to a medical conditions policy include:

- Healthy Schools Programme – a medical conditions policy can provide evidence to help schools achieve their healthy school accreditation
- Every Child Matters: Change for Children (2004). The 2006 Education Act ensures that all schools adhere to the five aims of the Every Child Matters agenda
- National Service Framework for Children and Young People and Maternity Services (2004) – provides standards for healthcare professionals working with children and young people including school health teams
- Health and Safety of Pupils on Educational Visits: A Good Practice Guide (2001) – provides guidance to schools when planning educational and residential visits
- Misuse of Drugs Act 1971 – legislation on the storage and administration of controlled medication and drugs
- Home to School Travel for Pupils Requiring Special Arrangements (2004) – provides guidance on the safety for pupils when traveling on local authority provided transport
- Including Me: Managing Complex Health Needs in School and Early Years Settings (2005).

Care Plan for a Pupil with Health Need(s)



Name:

Medical Condition(s):

Date:

Pupil's Full Name:	Date of birth:	Tutor Group:
Form Tutor:	Form Room:	House Learning Manager:
G.P. Name:		Tel. No.
Other relevant medical professional (e.g. consultant, physiotherapist):		Tel. No.

Emergency Contact Information

1st Contact:		Relationship:
Tel. No. Home:	Work:	Mobile:
Address:		
2nd Contact:		Relationship:
Tel. No. Home:	Work:	Mobile:
Address:		

Medical Information

Medical Condition / History:

Current Medical Condition:

Stable Yes / No

Volatile Yes / No

Responsive to the following triggers: (please detail in the space below)

How does/could the current medical condition impact on your child's school life?

Symptoms:

Is there anything else that you consider important for the school to be aware of?

Physical Management

Toileting:

PE:

Educational Visits:

Access:

Feeding:

Communication:

Transport Arrangements:

Other:

Staffing Arrangements	
Key Worker(s):	
Other TA/Carers:	
Training Requirements for Teaching Staff and / or Teaching Assistants:	
Other School Staff Involved:	
House Learning Manager:	
SENCO:	
School First Aider:	
Other(s):	
Protocols	
Emergency Plan / Protocol:	
Fire Evacuation Procedure:	

Should your child require medication whilst at school, please complete the following section:

Is your child able to manage, carry and administer their own medication? Yes / No

Please indicate your consent for permission for staff to administer prescribed and/or non-prescribed medication, as provided by yourself as the parent. Yes / No

If you require medication to be kept on the school premises overnight you must complete a consent form, which can be found on the school website.

Please only complete medication information below if required during school hours:

Medication			
Name	Dosage	Storage Details	Notes

Do you give permission for staff to send this Healthcare Plan to medical professionals, should an emergency happen? Yes / No

This Care Plan has been written and agreed in consultation with parents, school and agencies working with the pupil.

Signed: Parent / Carer: Date:

Signed: School Role: Date:

Signed: Agency: Date:

Signed: Agency: Date:

Number of appended documents:

Form 2: Parental agreement for setting to administer medicine

The School will not give your child medicine unless you complete and sign this form. The School has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school needs to know about?	
Self-administration – yes/no	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to School staff administering medicine in accordance with the school's policy. I will inform the School immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

Form 3: Record of medicine administered to an individual child

Name of school	
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

Signature of parent _____

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

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

Form 3: Record of medicine administered to an individual child (Continued)

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			

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

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

Form 5: Staff training record – administration of medicines

Name of school

Name

Type of training received

Date of training completed

Training provided by

Profession and title

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____

Form 6: Contacting 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.

Information Required:

1. your telephone number
2. your name
3. your location:
4. Postcode:
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone

Form 7: Model letter inviting parents to contribute to individual healthcare plan development

Date as email

Dear Parent,

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition, which could be related to a physical or mental health need. A copy of John Taylor High School's policy for supporting pupils at school with medical conditions can be found on our website.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each pupil needs and how this will be provided. We ask that you complete the attached healthcare plan to the best of your ability and with advice from any relevant healthcare professionals where relevant. The aim is to ensure that all staff know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

It would be helpful if you could complete the attached Individual Healthcare Plan template and return it, together with any relevant evidence. I would be happy for you contact me by email or to speak by phone if this would be helpful. It is normal practice that we have a healthcare plan for anyone requiring medication.

Should we not have a response following receipt of this letter, we will try to contact you once more. If there is still no response, we will assume that you do not consider that there is a significant concern and that an Individual Healthcare Plan is not required. We review Individual Healthcare Plans on an annual basis. Please advise school if you would like the medical condition to be removed from our system, as you feel it is no longer valid.

Yours sincerely