



The Whitby Secondary Partnership

Medical Conditions & The Administration of Medicine Policy

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Signed (Chair of Governors)	

Policy statement

The Whitby Secondary Partnership (WSP) is an inclusive community that aims to support and welcome students with medical conditions.

The WSP aims to provide all students with all medical conditions the same opportunities as others at both Eskdale and Caedmon College Whitby.

We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic well-being once they have left school.

The WSP ensures all staff understands 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.

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

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

All staff understand the common medical conditions that affect children at the schools. Staff receive training on the impact medical conditions can have on students.

- The WSP is welcoming and supportive of students with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school-based and out-of-school) as other students. No child will be denied admission or prevented from taking up a place in the WSP because arrangements for their medical condition have not been made.
- The WSP will listen to the views of students and parents.
- Students and parents feel confident in the care they receive from the WSP and the level of that care meets their needs.
- Staff understand the medical conditions of students at the WSP and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- The WSP and local health community understand and support the medical conditions policy.
- The WSP understands that all children with the same medical condition will not have the same needs.
- The WSP recognises that duties in the Children and Families Act (England only), the Equality Act

(England, Wales and Scotland) and the Disability Discrimination Act (Northern Ireland only) relate to children with disability or medical conditions

The WSP's medical conditions & the administration of medicines policy has been drawn up in consultation with the wider school community.

- a. The WSP has consulted on the development of this medical condition policy with a wide-range of key stakeholders within the WSP and community including:
 - students with medical conditions
 - parents
 - health child team
 - all WSP staff
 - WSP governors.
 - other relevant local health services
- b. The views of students with various medical conditions were actively sought and considered central to the consultation process.
- c. The WSP recognises the importance of providing feedback to those involved in the development process and is committed to acknowledging input and providing follow-up to suggestions put forward.

The medical conditions & the administration of medicine policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation.

- a. Students are informed and regularly reminded about the medical conditions & the administration of medicine policy:
 - through the WSP's student council system
 - in the WSP newsletters
 - through the PSHE curriculum
 - through school-wide communication about the policy.
 - in the WSP assembly programme where necessary.
- b. Parents are informed and regularly reminded about the medical conditions & the administration of medicine policy:
 - at the start of the WSP year when communication is sent out about Healthcare Plans
 - in the WSP newsletters
 - when their child is enrolled as a new student
 - via the WSP's website
 - through school-wide communication about results of the monitoring and evaluation of the policy.
- c. WSP staff are informed and regularly reminded about the medical conditions & the administration of medicine policy:
 - through information presented at the first staff meeting of the WSP year
 - through new staff induction
 - through the WSP's website

- at scheduled medical conditions training
 - through the key principles of the policy being displayed in the staff room
 - through school-wide communication about the results of the monitoring and evaluation of the policy
- d. Relevant local health staff and other external stakeholders are informed and regularly reminded about the WSP's medical conditions & the administration of medicine policy:
- by direct communication as appropriate
 - via the WSP's website

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

- All staff at the WSP, including temporary or supply staff, are aware of the most common serious medical conditions at the WSP. A list of which is kept with the receptionist and on the WSP's central electronic record system accessible by all staff.
- Staff at the WSP understand their duty of care to students in the event of an emergency. In an emergency situation WSP staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.
- All staff who work with groups of students at the WSP receive training and know what to do in an emergency for the students in their care with medical conditions.
- Training is refreshed for all staff at least once a year and a register is signed on completion.
- Action for staff to take in an emergency for the common serious conditions at the WSP is displayed in prominent locations for all staff including classrooms, kitchens and the staff room.
- The WSP uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of students in their care who may need emergency help.
- The WSP has procedures in place so that a copy of the student's Healthcare Plan is sent to the emergency care setting with the student. 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.

All staff understand and are trained in the WSP'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**
 - All members of staff can contact the emergency services if required to do so by dialing 999 or by contacting the Admin Office.
 - They should have relevant information about the individual's symptoms, personal details, and any known medical conditions.
 - **who to contact within the WSP**
 - In the event of an emergency a member of the SLT should be notified immediately who should coordinate the process ensuring:

- That the emergency services have been called.
 - The individual's medical record is checked and any Healthcare Plans are readily available
 - Personal details are available and parents/carers are notified of the emergency
 - That the main reception are notified and the site manager prepares for the arrival of the emergency services.
- b. Training is refreshed for all staff at least once a year.
- c. Action to take in a general medical emergency is displayed in prominent locations for staff. These include classrooms, the staff room, food preparation areas and PE office.
- d. 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 arrives. The WSP tries to ensure that the staff member will be one the student knows.
- e. Generally, in an emergency situation, staff should not take students to hospital in their own car. Advice should be sought directly from the emergency services.

The WSP has clear guidance on the administration of medication at both schools.

Administration – emergency medication

- The WSP understands the importance of emergency medication being taken and care received as detailed in the student's IHP.
- The WSP will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances, and every effort will be made to encourage the student to involve their parent, while respecting their confidentiality.
- When administering medication, for example pain relief, the WSP will check the maximum dosage and when the previous dose was given. Parents will be informed. The WSP will not give a student under 16 aspirin unless prescribed by a doctor.
- All students at both schools with medical conditions have **easy access to their emergency medication.**
- 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.
- Students who do not carry and administer their own emergency medication know where their medication is stored and how to access it.
- 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.

Administration – general

- Any general request for medicine to be administered must come from the parent/carer who must complete a Form Med 1.
- All use of 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 the schools. Medication is locked away when not required.
- Medication will generally be administered during break times unless unavoidable.
- The schools understand the importance of medication being taken as prescribed.
- The schools will administer pain relief, if the parent has sent pain relief into school with the student, (paracetamol etc.) giving permission to administer as and when required. The pain relievers will be kept in the medicine cupboard with the child's name clearly labelled.
- 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.
- There are several members of staff at the WSP who have been specifically contracted to administer medication.
- 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/carer.
- Training is given to all staff members who agree to administer medication to students, where specific training is needed.
- All WSP 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.
- In some circumstances, medication is only administered by an adult of the same gender as the student and preferably witnessed by a second adult.
- Parents at the WSP understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the WSP immediately.
- If a student at the WSP refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.
- All staff attending off-site visits are aware of any students with medical conditions on the visit. They must ensure 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 before embarking on the visit.

- If a trained member of staff, who is usually responsible for administering medication, is not available the schools will make alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.
- The school will meet with the student (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the student's IHP which accompanies them on the visit.
- 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 WSP's usual disciplinary procedures.

The WSP has clear guidance on the storage of medication at both schools.

Safe storage – emergency medication

- 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.
- Most students carry their emergency medication on them at all times. Students keep their own emergency medication securely.
- Students are reminded to carry their emergency medication with them.
- 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.
- Emergency medication is located in the reception office.

Safe storage – non-emergency medication

- 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.
- Staff ensure that medication is only accessible to those for whom it is prescribed.
- Non-Emergency medication is located in the reception office.

Safe storage – general

- There is an identified member of staff who ensures the correct storage of medication at school.
- 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 stored at school. This must be completed at the start of the Autumn Term, Spring Term and Summer Term.

- The identified member of staff, along with the parents of students with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labeled 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.
- All medication is supplied and stored, wherever possible, in its original container as prescribed by the doctor. 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.
- Medication is stored in accordance with instructions, paying particular note to temperature.
- Some medication for students may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised students.
- All medication is sent home with students at the end of the year. Medication is not stored in summer holidays.
- 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

- Parents are asked to collect out-of-date medication. Out of date medication not collected after 30 days is disposed of by the school via the school nurse.
- If parents do not pick up out-of-date medication, or at the end of the year, medication is taken to a local pharmacy for safe disposal.
- A named member of staff is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least three times a year and is always documented.
- Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or pediatrician on prescription. All sharps boxes in the schools are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.
- If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy or to school or the student's parent.
- Collection and disposal of sharps boxes is arranged with the local authority's environmental services or parents.

The WSP has clear guidance about record keeping

Enrolment forms

- The WSP uses an IHP at the suggestion and with advice from the medical professional to record and support an individual student's needs around their medical condition. The IHP is developed

with the student (where appropriate), parent, staff, specialist nurse (where appropriate) and relevant healthcare services.

- Parents of students in the Federation 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. The forms are GDPR compliant. Parents of new students starting at other times during the year are also asked to provide this information on enrolment forms. This information is then recorded on the WSP's management information software (MIS). Parents/carers will be required to provide information including details about their son/daughter's:
 - Medical conditions
 - Allergies
 - Regular medication
 - Emergency contact numbers
 - Name of their doctor.

Healthcare Plans

Drawing up Healthcare Plans

The schools use a Healthcare Plan, written by medical professionals alongside parents to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required.

A Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of 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.

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.

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 staff is also present, if required to help draw up a Healthcare Plan for students with complex healthcare or educational needs.

School Healthcare Plan Register

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 the schools. 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.

Ongoing communication and review of Healthcare Plans

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.

Staff use opportunities such as teacher-parent interviews and home-school planners to check that

information held by the school on a student's condition is accurate and up to date. The parents of **ALL** children with Healthcare Plans are contacted at the start of each term to remind them to amend or update Healthcare Plans. Every student with a Healthcare Plan has their plan discussed and reviewed at least once a year.

Storage and access to Healthcare Plans

Parents are provided with a copy of the student's current agreed Healthcare Plan.

Healthcare Plans are kept against the student record in the MIS and in a secure location in the reception offices.

Apart from the central copy, specified members of staff (agreed by the student and parents) securely hold copies of students' Healthcare Plans, for those students with complex health needs. These copies are updated at the same time as the central copy. All members of staff who work with groups of students have access to the Healthcare Plans of students in their care.

When a member of staff is new to a student group, for example due to staff absence, the schools make sure that they are made aware of (and have access to) the Healthcare Plans of students in their care. The WSP's Governing Body will ensure that all staff protect student confidentiality.

The schools will seek 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. The schools within the Secondary Partnership will seek permission from the student and parents before sharing any medical information with any other party, such as when a student takes part in a work experience placement.

Use of Healthcare Plans

Healthcare Plans are used by the schools to:

- inform the appropriate staff and supply teachers about the individual needs of 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 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 the schools' 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.

Consent to administer medicines

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 for students taking short courses of medication.

All parents 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. If a student requires regular/daily help in administering their medication then the schools outline the schools'

agreement to administer this medication on the student's Healthcare Plan. The school and parents keep a copy of this agreement. Parents of students with medical conditions at the schools are all asked at the start of the 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

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.

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.

All parents 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.

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.

Risk assessments are carried out by the school prior to any out-of-school visit and medical conditions are considered during this process. Factors the schools consider include: how all students 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.

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

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

The WSP is aware of the common triggers that can make medical conditions worse or can bring on an emergency. The WSP is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this.

The WSP is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.

WSP 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.

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

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

The schools use Healthcare Plans to identify individual students who are sensitive to particular triggers. The WSP has a detailed action plan to ensure these individual students remain safe during all lessons and activities throughout the day.

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.

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

Other record keeping

Any request for medicine to be administered must come from the parent / carer who must complete a Form Med 1. The Form Med 1 is kept with the medication and completed once the student takes the required medication.

The schools keep 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.

The schools hold training on common medical conditions once a year. All staff attending receive a certificate confirming the type of training they have had. A log of the medical condition training is kept by the WSP and reviewed every 12 months to ensure all new staff receive training.

All WSP staff who volunteer or who are contracted to administer medication, are provided with training by a healthcare professional. The schools keep a register of staff who have had the relevant training.

The schools keep an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

The WSP ensures 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.

Physical environment

The WSP is committed to providing a physical environment that is accessible to students with medical conditions.

The WSP makes sure that students with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided. Students with medical conditions are included in the consultation process to ensure the physical environment at the schools is accessible.

The WSP commitment to an accessible physical environment includes out-of-school visits. The WSP recognises that this sometimes means changing activities or locations.

Social interactions

The WSP ensures 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.

The WSP ensures the needs of students 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.

All staff 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 WSP's anti-bullying and behaviour policies. Staff use opportunities such as personal, social and health education lessons (PHSE) to raise awareness of medical conditions amongst students and to help create a positive social environment.

Exercise and physical activity

The WSP understands the importance of all students taking part in sports, games and activities.

The WSP ensures all classroom teachers; PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all students.

The WSP ensures 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 or are experiencing symptoms relating to their medical condition.

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.

The WSP ensures 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 or deal with potential outcomes.

The WSP ensures all students have the appropriate medication or food with them during physical activity and that students take them when needed.

The WSP ensures all students with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Education and learning

The WSP ensures that students with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.

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

Teachers at the WSP are aware of the potential for students with medical conditions to have special educational needs (SEND). Students with medical conditions who are finding it difficult to keep up with their studies are referred to the SEND coordinator. The SEND coordinator consults the student, parents and the student's healthcare professional to ensure the effect of the student's condition on their schoolwork is properly considered.

The WSP ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum.

Students learn about what to do in the event of a medical emergency.

Each member of the WSP and health community knows their roles and responsibilities in maintaining an effective medical conditions & the administration of medicine policy. The WSP works in partnership with all interested and relevant parties including the governing body, all school staff, parents, employers, community healthcare professionals and students to ensure the policy is planned, implemented and maintained successfully. The following roles and responsibilities are used for the medical conditions policy at the WSP. These roles are understood and communicated regularly.

The Governing Body has a responsibility to:

- recognize that students may need to take medication in school. The WSP has a duty of care to students at school and will do all that is reasonably practicable to safeguard and promote welfare.
- take responsibilities in principle for the administration of medicines during school time in accordance with the Government's and LA policies and guidelines.
- Fully indemnify all staff against claims for any alleged negligence, provided they are acting within their conditions of service and following government guidelines.

The WSP's employer has a responsibility to:

- ensure the health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all students). 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 students with medical conditions
- make sure the medical conditions policy is effectively monitored and evaluated and regularly updated
- report to parents, students, school staff and the local authority about the successes and areas for improvement of the WSP's medical conditions policy
- provide indemnity for staff who volunteer to administer medication to students with medical conditions.

The head teachers have a responsibility to:

- ensure the schools are inclusive and welcoming and that the medical conditions & the administration of medical conditions policy is in line with local and national guidance and policy frameworks
- liaise between interested parties including students, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents, governors, the school health service, the local authority transport service, and local emergency care services
- ensure the policy is put into action, with good communication of the policy to all
- ensure every aspect of the policy is maintained
- ensure that information held by the schools is accurate and up to date and that there are good information sharing systems in place using students' Healthcare Plans
- ensure student confidentiality
- assess the training and development needs of staff and arrange for them to be met. Specified staff, qualified First Aiders, office staff and Teaching Assistants who volunteer their services for specific duties will be given training to administer medication. **All staff are given training in areas where a learner has a specific illness;** Epipen administration, Diabetes.

- ensure all supply teachers and new staff know the medical conditions policy
- delegate a staff member to check the expiry date of medicines kept at school and maintain the medical conditions register
- monitor and review the policy at least once a year, with input from students, 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 the Governing Body and all key stakeholders about implementation of the medical conditions policy as required.

All staff at the WSP 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 WSP's medical conditions policy
- know which students in their care have a medical condition and be familiar with the content of the student's Healthcare Plan
- allow all students 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 students who carry their medication with them have it when they go on a school visit or out of the classroom
- be aware of students with medical conditions who may be experiencing bullying or need extra social support
- inform the Headteacher if they require additional training if they still have a lack of understanding
- understand the common medical conditions and the impact it can have on students (students should not be forced to take part in any activity if they feel unwell)
- ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure students have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teachers have a responsibility to:

- ensure students who have been unwell catch up on missed school work
- be aware that medical conditions can affect a student's learning and provide extra help when students need it
- liaise with parents, the student'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 student awareness about medical conditions.

The Healthy Child Team has a responsibility to:

- help update the WSP'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 WSP can access other specialist training.

First aiders have a responsibility to:

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

The Inclusion Manager/SENCo has the responsibility to:

- help update the WSP's medical condition policy
- know which students have a medical condition and which have special educational needs because of their condition
- ensure students who have been unwell catch up on missed schoolwork
- ensure teachers make the necessary arrangements if a student needs special consideration or access arrangements in exams or course work.

The Head of Years/Pastoral Support have the responsibility to:

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

Individual doctors and specialist healthcare professionals caring for students, who attend the schools, have a responsibility to:

- complete the student'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 WSP with information and advice regarding individual children and young people with medical conditions (with the consent of the student and their parents)
- understand and provide input in to the WSP's medical conditions policy.

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

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

The students have a responsibility to:

- treat other students 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 student seems or is feeling unwell
- let any student 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 have a responsibility to:

- tell the school if their child has a medical condition
- ensure the school has a complete and up-to-date Healthcare Plan for their child
- inform the school about the medication their child requires during school hours
- inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities

- tell the school about any changes to their child's medication, what they take, when, and how much
- inform the school of any changes to their child's condition
- ensure their child's medication and medical devices are labelled with their child's full name
- provide the school with appropriate spare medication labelled with their child's name
- ensure that their child's medication is within expiry dates
- keep their child at home if they are not well enough to attend school
- ensure their child catches up on any school work they have missed
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

The medical conditions & administration of medicine policy is regularly reviewed evaluated and updated. Updates are produced every year

- In evaluating the policy, the WSP seeks feedback from key stakeholders including students, parents, school healthcare professionals, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services, governors and the WSP employer. The views of students with medical conditions are central to the evaluation process.

Legislation and guidance

Introduction

- Local authorities, schools and governing bodies are responsible for the health and safety of students 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

This provides guidance from the DfE and the Department for Health 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 students 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 student less favourably 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 students. 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, students 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 Students 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 Students Requiring Special Arrangements (2004) – provides guidance on the safety for students when traveling on local authority provided transport
- Including Me: Managing Complex Health Needs in School and Early Years Settings (2005).

Further advice and resources

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