

# **FYLINGDALES SCHOOL MEDICAL POLICY (Sept 2014)**

## **1. Fylingdales C of E VC School is an inclusive community that aims to support and welcome pupils with medical conditions.**

- Fylingdales School understands that it has a responsibility to plan ahead for pupils with medical conditions who may enrol in the future.
- Pupils with medical conditions are encouraged to take control of their condition. Pupils feel confident in the support they receive from the school to help them do this.
- Fylingdales School aims to include all pupils with medical conditions in all school activities.
- Fylingdales School ensures all staff understand their duty of care to children and young people in the event of an emergency.
- All staff feel confident in knowing what to do in an emergency.
- Fylingdales School understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

## **2. The medical conditions policy is supported by a clear communication plan for staff, parents and students to ensure its full implementation**

### **a. Parents are informed about the medical conditions policy:**

- At the start of the school year when communication is sent out about healthcare plans
- In the school newsletter at 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

### **b. School staff are informed and reminded about the medical policy**

- Via school medical register
- At scheduled medical conditions training/staff meetings

## **3. First Aid trained staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school**

- First Aid trained staff are aware of the most common serious medical conditions at this school
- Staff at Fylingdales School understand their duty of care to pupils in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.
- The Head teacher undertakes a risk assessment annually to determine first aid requirements.
- Action for staff to take in an emergency for asthma/epilepsy/anaphylaxis and diabetes is displayed in the staff room.
- Action to take in a general medical emergency is displayed in all first aid boxes.
- If a pupil needs to be taken to hospital by emergency services, a member of staff will accompany them if parents are unavailable or school will ask parent to meet ambulance at casualty.

## **4. The school has clear guidance on the administration of medication at school**

### **Administration-emergency medication**

- All pupils at this school with medical conditions have easy access to their emergency medication.
- Where appropriate, pupils are encouraged to carry and administer their own emergency medication i.e inhalers, epipens and insulin with a spare being kept in the school office.
- Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it.

## **Administration-general**

- Fylingdales School understands the importance of medication being taken as prescribed.
- 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.
- For medication where no specific training is necessary, any member of staff may administer prescribed medication to pupils but only with the written consent of the pupil's parent.
- Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The head teacher will make sure that insurance is in place – the health care plan is sent to schools insurance.
- Parents at Fylingdales School understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.
- 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.

## **5. Safe storage – non emergency medication**

- a. All non-emergency medication is kept in a lockable cupboard in the school office
- b. Staff ensure that medication is only accessible to those for whom it is prescribed.

## **Safe storage – general**

- a. Miss Lisa Clarkson and Mrs Lisa Jones ensures the correct storage of medication at school
- b. Miss Lisa Clarkson and Mrs Lisa Jones checks the expiry dates for all medication stored at school
- c. The named person along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought into school is clearly labelled with the pupils name, the name and dose of medication and the frequency of dose. This includes all medication that pupils carry themselves
- d. Some medication at Fylingdales School may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled in the staffroom. This is in a secure area, inaccessible to unsupervised pupils.
- e. It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year

## **6. Safe disposal**

- a. Parents are asked to collect out of date medication.
- b. If parents do not collect out of date medication, medication is taken to a local pharmacy for safe disposal.

## **7. Fylingdales School has clear guidance about record keeping**

### **Enrolment/admission forms**

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

### **Healthcare Plans**

- a. Fylingdales 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. These healthcare plans are held in the school office.
- b. 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. Parents, pupils and healthcare professionals are invited to attend a meeting to discuss the plan. The plan is reviewed annually and updated when necessary.

It will then be sent to [insurance@northyorks.gov.uk](mailto:insurance@northyorks.gov.uk) . When approved Parents will be given a copy to keep and a copy will be kept in the pupil's file.

- At the start of the school year
- At enrolment
- When a diagnosis is first communicated to the school

d. Parents are regularly reminded to inform the school if their child has a medical emergency or if there have been changes to their symptoms, or their medication and treatments change. This is to ensure the healthcare plans can be updated accordingly.

### **School Medical register**

a. Healthcare plans are used to create a centralised register of pupils with medical needs. The Head teacher has responsibility for the register at Fylingdales School

## **8. Fylingdales School ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities**

### **Physical environment**

This school is committed to providing a physical environment that is accessible to pupils with medical conditions.

### **Exercise and physical activity**

- a. This school understands the importance of all pupils taking part in sports, games and activities.
- b. Fylingdales School ensures classroom teachers and PE staff make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.
- c. Teachers and PE staff are aware of pupils in their care who have been advised to avoid or take special precautions with particular activities.
- d. Fylingdales School ensure PE staff are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

### **Education and learning**

- a. Fylingdales School ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures appropriate adjustments and extra support are provided.
- b. Staff 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 pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.

## **9. Each member of the school and health community knows their roles and responsibilities in maintaining an effective medical conditions policy**

- a. This school works in partnership with all interested and relevant parties including all school staff, parents, employers and community healthcare professionals to ensure the policy is planned, implemented and maintained successfully.
- b. The following roles and responsibilities are used for the medical policy at this school. These roles are understood and communicated regularly.

## **Headteacher**

Fylingdales School's headteacher 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 and governors.
- Ensure the policy is put into action, with good communication of the policy to all.
- Ensure every aspect of the policy is maintained.
- Ensure information held by the school is accurate and up to date and that there are good information sharing systems in place using pupil's healthcare plans.
- Ensure pupil confidentiality.
- Assess the training and development needs of staff and arrange for them to be met.
- Ensure all supply staff and new teachers know the medical conditions policy.
- Update the medical policy at least once a year according to review recommendations and recent local and national guidance and legislation.

## **All school staff**

All staff at Fylingdales School have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- Understand the medical policy.
- Know which students in their care have a medical condition.
- 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 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.
- 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.

**All school staff should refer to 'unacceptable practice' DFE statutory guidance alongside this policy**

## **Teaching staff**

Teachers at this school have a responsibility to:

- Ensure students 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 professional and special educational needs coordinator if a student is falling behind with their work because of their condition.

## **Named person**

The Head teacher at Fylingdales has a responsibility to:

- Update the schools medical conditions policy.
- Provide/arrange provision of regular training for school staff in managing the most common medical conditions in school.
- Provide information about where the school can access other specialist training.
- Ensure healthcare plans are completed and reviewed annually.
- Check medication held in school annually for expiry dates and dispose of accordingly

## **First aiders**

First aiders at this 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 coordinators**

SENCo/s at this school have a 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 teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or coursework.

## **Pupils**

The pupils at this school 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 pupil is feeling unwell.
- Treat all medication with respect.
- Know how to gain access to their medication in an emergency.
- Ensure a member of staff is called in an emergency situation.



