



# MEDICAL CONDITIONS POLICY

Approved by Full Governors on  
To be reviewed on or before  
Signed.....Chair of Governors  
Signed.....Headteacher

## School Aims

Our aims are that:-

- Each member of our community will develop the confidence to reach his/her full potential in a secure, happy, challenging and rewarding environment so that each is equipped with the necessary knowledge, skills and understanding in order to fulfil his/her hopes and aspirations for the future.
- All members will show respect for their community and ALL others within it.

We will achieve these aims by:-

- promoting positive attitudes such as courtesy, honesty, responsibility, kindness and respect for others; encouraging people to set a good example and be good role models in everything they do
  - celebrating our successes
  - providing a stimulating learning environment and supporting each other in all we do
  - constantly striving for high standards
  - providing an environment in which everyone feels secure and is encouraged to be confident
  - promoting teamwork and ensuring that all are given opportunities to contribute and that all contributions are valued; continually looking for ways in which to raise self-esteem
  - promoting key skills such as communication, problem-solving, self-evaluation and the use of ICT
  - ensuring that an effective partnership exists between home, school and the wider community
- dealing with environmental issues that may have an increasing impact on our lives in the future and accepting our share of the responsibility for protecting our planet for future generations

### Medication Policy

This policy should be read in conjunction with DfE statutory guidance 'Supporting pupils at school with medical conditions' December 2015

### Policy statement

- + Eccleston Lane Ends Primary School is an inclusive community that aims to support and welcome pupils with medical conditions.
- + Eccleston Lane Ends Primary School aims to provide all pupils with all medical conditions the same opportunities as others at school.

We will help to ensure they can:

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

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

### Policy framework

1. Eccleston Lane Ends Primary School is an inclusive community that aims to support and welcome pupils with medical conditions.
2. Eccleston Lane Ends Primary School's medical conditions policy is influenced by national statutory guidance and local stakeholders views within both the school and health settings.
3. The medical conditions policy is supported by a clear communication plan for staff, parents\* and other key stakeholders to ensure its full implementation.
4. All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at Eccleston Lane Ends Primary School.

5. All staff understand and are trained in the school's general emergency procedures.
6. Eccleston Lane Ends Primary School has clear guidance on the administration of medication at school.
7. Eccleston Lane Ends Primary School has clear guidance on the storage of medication at school.
8. Eccleston Lane Ends Primary School has clear guidance about record keeping.
9. Eccleston Lane Ends Primary 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.
10. Eccleston Lane Ends Primary School is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks.
11. Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.
12. The medical conditions policy is regularly reviewed, evaluated and updated.

\* The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.

### **1. Eccleston Lane Ends Primary School is an inclusive community that aims to support and welcome pupils with medical conditions**

- a. Eccleston Lane Ends Primary School understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.
- b. Eccleston Lane Ends Primary School aims to provide all children with all medical conditions the same opportunities as others at school. We will help to ensure they can achieve our school's aims.
- c. 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.
- d. Eccleston Lane Ends Primary School aims to include all pupils with medical conditions in all school activities.
- e. Parents of pupils with medical conditions feel secure in the care their children receive at Eccleston Lane Ends Primary School.
- f. The school ensures all staff understand their duty of care to children and young people in the event of an emergency.
- g. All staff feel confident in knowing what to do in an emergency.
- h. Eccleston Lane Ends Primary School understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
- i. All staff understand the common medical conditions that affect children at Eccleston Lane Ends Primary School. Staff receive training on the impact this can have on pupils.
- j. The medical conditions policy is understood and supported by the whole school and local health community.

### **2. Eccleston Lane Ends Primary School's medical conditions policy has been influenced by national guidance and stakeholder views within both the school and health settings**

a. Eccleston Lane Ends Primary School has consulted on the development of this medical condition policy with a wide-range of key stakeholders within both the school and health settings. These key stakeholders include:

- + pupils with medical conditions
- + parents of pupils with medical conditions
- + school nurse
- + head teacher
- + teachers
- + special educational needs coordinator
- + members of staff trained in first aid
- + specialist agencies
- + school governors

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

- a. Parents and pupils are informed and regularly reminded about the medical conditions policy:
  - + in the school newsletter at several intervals in the school year
  - + in personal, social and health education (PSHE) classes
- b. Parents are informed and regularly reminded about the medical conditions policy:
  - + by including the policy statement in the school's prospectus
  - + when their child is enrolled as a new pupil

+ via the school's website all year round

c. School staff are informed and regularly reminded about the medical conditions policy:

+ through reminding Staff at the first staff meeting of the school year and including it in the Staff Induction Pack given to all Staff.

+ at scheduled medical conditions training

+ through the policy being stored on the Staff Shared Folder of the Network which all Staff have access to.

+ + all supply and temporary staff are informed of the policy and their responsibilities through the Staff Induction Pack.

d. Relevant local health staff are informed and regularly reminded about the school's medical conditions policy:

+ by letter accompanied with a printed copy of the policy at the start of the school year

+ via primary care trust (PCT) links and the school/community nurse

#### **4. All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at Eccleston Lane Ends Primary School**

a. All staff at Eccleston Lane Ends Primary School are aware of the most common serious medical conditions at Eccleston Lane Ends Primary School.

b. Staff at Eccleston Lane Ends Primary 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.

c. All staff who work with groups of pupils at Eccleston Lane Ends Primary School receive training and know what to do in an emergency for the pupils in their care with medical conditions.

d. Training is refreshed for all staff at least once a year.

e. Action for staff to take in an emergency for the common serious conditions at Eccleston Lane Ends Primary School is displayed in prominent locations for all staff including classrooms, kitchens and the staff room.

f. Eccleston Lane Ends Primary School uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.

g. Eccleston Lane Ends Primary School has procedures in place so that a copy of the pupil's Healthcare Plan is sent 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.

#### **5. All staff understand and are trained in the school's general emergency procedures**

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

+ how to contact emergency services and what information to give

+ who to contact within the school.

b. 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 and the Community Room.

d. 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.

e. Generally, staff should not take pupils to hospital in their own car. If it is necessary to transport a Child in a car, he / she will be accompanied by 2 members of Staff.

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

Administration - emergency medication

a. All pupils at Eccleston Lane Ends Primary School with medical conditions have **easy access to their emergency medication**.

b. 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 have access to 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.

d. Pupils who do not carry and administer their own emergency medication understand the arrangements for a member of staff to assist in helping them take their medication safely.

e. All use of medication even if the pupil can administer the medication themselves, is done under the supervision of a named member of staff at Eccleston Lane Ends Primary School.

f. Eccleston Lane Ends Primary School understands the importance of medication being taken as prescribed.

g. 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.

h. Many members of staff are happy to take on the voluntary role of administering medication. For medication where no

specific training is necessary, first aiders will administer prescribed medication or emergency medication.

- i. Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.
- j. All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as administering medication.
- k. In some circumstances medication is only administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult.
- l. Parents at Eccleston Lane Ends Primary 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. Care plans are updated termly alongside IEPs.
- m. If a pupil at Eccleston Lane Ends Primary School refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.
- n. 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.
- o. If a trained member of staff, who is usually responsible for administering medication, is not available Eccleston Lane Ends Primary School makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities including residential.
- p. 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.

## **7. Eccleston Lane Ends Primary School has clear guidance on the storage of medication at school**

### Safe storage - emergency medication

- a. 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.
- b. Pupils at Eccleston Lane Ends Primary School have their emergency medication near them at all times. Medication is kept securely but close to hand.
- c. 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

- e. All non-emergency medication is kept in a secure place in the Staffroom or in after school club if required. Pupils with medical conditions know where their medication is stored and how to access it.
- f. Staff ensure that medication is only accessible to those for whom it is prescribed.

### Safe storage - general

- g. There is an identified member of staff who ensures the correct storage of medication at school (Mrs Stout).
- h. All controlled drugs will be kept in a locked cupboard and only named staff have access, even if pupils normally administer the medication themselves.
- i. Three times a year staff check the expiry dates for all medication stored at school.
- j. The identified member of staff, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labeled with the pupil's name, the name and dose of the medication and the frequency of dose.
- k. All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- l. Medication is stored in accordance with instructions, paying particular note to temperature.
- m. Some medication for pupils at Eccleston Lane Ends Primary School may need to be refrigerated. All refrigerated medication is stored in the fridge in the Staffroom.
- n. All medication is sent home with pupils at the end of the school year. Medication is not stored during summer holidays.
- o. 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 and is in date throughout the year.

### Safe disposal

- p. Parents at Eccleston Lane Ends Primary School are asked to collect out-of-date medication.
- q. If parents do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.
- r. 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.
- s. Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or paediatrician on

prescription. All sharps boxes in Eccleston Lane Ends Primary School are stored in the Medical Room unless alternative safe and secure arrangements are put in place on a case-by-case basis.

t. If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy or to school or the pupil's parent.

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

## **8. Eccleston Lane Ends Primary School has clear guidance about record keeping**

Enrolment forms

a. Parents at Eccleston Lane Ends Primary School are asked if their child has any health conditions or health issues on the enrolment form, these are updated 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 forms.

Healthcare Plans

### **Drawing up Healthcare Plans**

b. Eccleston Lane Ends Primary 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.

c. A Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of pupils with a long-term medical condition. This is sent:

+ at the start of the school year

+ at enrolment

+ when a diagnosis is first communicated to the school.

d. If a pupil has a short-term medical condition that requires medication during school hours, a Medical consent form must be completed by all Parents before any medication can be administered.

e. Eccleston Lane Ends Primary School ensures that a relevant member of school staff meets with the School Nurse to discuss the Healthcare Plan.

### **School Healthcare Plan register**

f. Healthcare Plans are used to create a centralised register of pupils with medical needs. The SENCo has responsibility for the register at Eccleston Lane Ends Primary School.

g. The SENCo 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**

h. Parents at Eccleston Lane Ends Primary 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.

i. Staff at Eccleston Lane Ends Primary School use opportunities such as teacher-parent interviews or notes home to check that information held by the school on a pupil's condition is accurate and up to date.

j. Every pupil with a Healthcare Plan involving outside agencies at Eccleston Lane Ends Primary School has their plan discussed and reviewed at least once a year.

### **Storage and access to Healthcare Plans**

k. Parents and pupils at Eccleston Lane Ends Primary School are provided with a copy of the pupil's current agreed Healthcare Plan.

l. Healthcare Plans are kept in a secure central location at school and are displayed prominently where the need arises.

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

n. When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the Healthcare Plans of pupils in their care.

o. Eccleston Lane Ends Primary School ensures that all staff protect pupil confidentiality and seek parental support in displaying information.

p. Eccleston Lane Ends Primary 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.

### **Use of Healthcare Plans**

Healthcare Plans are used by Eccleston Lane Ends Primary School 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. Eccleston Lane Ends Primary School uses this information to help reduce the impact of common triggers

- + ensure that all medication stored at school is within the expiry date
- + ensure Eccleston Lane Ends Primary 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

q. If a pupil requires regular prescribed medication at school, parents are asked to provide consent on Medical form giving the staff permission to administer medication on a regular/daily basis, if required.

r. 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.

s. 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.

#### Residential visits

t. Parents are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight or weekend 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.

u. 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.

v. 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.

w. 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.

#### Other record keeping

x. Eccleston Lane Ends Primary 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.

y. Eccleston Lane Ends Primary School holds training on common medical conditions once a year. A log of the medical condition training is kept by the school and reviewed every 12 months to ensure all appropriate staff receive training.

z. All school staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional.

### **9. Eccleston Lane Ends Primary 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

a. Eccleston Lane Ends Primary School is committed to providing a physical environment that is accessible to pupils with medical conditions.

b. Pupils with medical conditions are included in the consultation process to ensure the physical environment at Eccleston Lane Ends Primary School is accessible.

c. Eccleston Lane Ends Primary School's commitment to an accessible physical environment includes out-of-school visits. The school recognises that this sometimes means changing activities, locations or transport arrangements.

#### Social interactions

d. Eccleston Lane Ends Primary School ensures 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.

e. Eccleston Lane Ends Primary School ensures 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 and after school club, school productions and residential visits.

f. All staff at Eccleston Lane Ends Primary 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 behaviour policies.

g. 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

h. Eccleston Lane Ends Primary School understands the importance of all pupils taking part in sports, games and activities.

- i. Eccleston Lane Ends Primary School 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 pupils.
- j. Eccleston Lane Ends Primary School ensures 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.
- k. 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.
- l. Eccleston Lane Ends Primary School ensures all PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.
- m. Eccleston Lane Ends Primary School ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.
- n. Eccleston Lane Ends Primary School ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

#### Education and learning

- o. Eccleston Lane Ends Primary School ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.
- p. If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at Eccleston Lane Ends Primary School understand that this may be due to their medical condition.
- q. Teachers at Eccleston Lane Ends Primary School 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.
- r. Eccleston Lane Ends Primary School ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum.
- s. Pupils at Eccleston Lane Ends Primary School learn about what to do in the event of a medical emergency. Red alert buttons are held in every class.

#### Residential visits

- t. Risk assessments are carried out by Eccleston Lane Ends Primary School prior to any out-of-school visit and medical conditions are considered during this process. Factors that Eccleston Lane Ends Primary School considers 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.
- u. Eccleston Lane Ends Primary School understands that there may be additional medication, equipment or other factors to consider when planning residential visits. Eccleston Lane Ends Primary School considers additional medication and facilities that are normally available at school.

### **10. Eccleston Lane Ends Primary School is aware of the common triggers that can make medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this**

- a. Eccleston Lane Ends Primary School is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.
- b. School staff have been given training on medical conditions. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions.
- c. Following consultation with Parents, the School will have a list of common triggers for the common medical conditions at Eccleston Lane Ends Primary School. These will be made available to all Staff in contact with the Children.
- d. Information about how to avoid common triggers for medical conditions is provided to all school staff as appropriate.
- e. Eccleston Lane Ends Primary School uses Healthcare Plans to identify individual pupils who are sensitive to particular triggers. The school has a detailed action plan to ensure these individual pupils remain safe during all lessons and activities throughout the school day.
- f. Full health and safety risk assessments are carried out on all out-of-school activities before they are approved, including residential visits, taking into account the needs of pupils with medical conditions.
- g. The school reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to Eccleston Lane Ends Primary School's policy and procedures may be implemented after each review.

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

- a. Eccleston Lane Ends Primary School works in partnership with all interested and relevant parties including the school's 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 Eccleston Lane Ends Primary School.



These roles are understood and communicated regularly.

St Helens Council:

**Eccleston Lane Ends Primary School'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 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 Eccleston Lane Ends Primary School's medical conditions policy
- + provide indemnity for staff who volunteer to administer medication to pupils with medical conditions.

Headteacher

**Eccleston Lane Ends Primary 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, 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 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 staff, 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 school medical conditions register
- + monitor and review the policy at least once a year, with input from pupils, parents, staff and external stakeholders
- + report back to all key stakeholders about implementation of the medical conditions policy.

All school staff

**All staff at Eccleston Lane Ends Primary 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 school's medical conditions policy (as well as a quick reference guide in Staff Handbook)
- + 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.

Teaching staff

**Teachers at Eccleston Lane Ends Primary School 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.

School nurse or school healthcare professional

**The school nurse at Eccleston Lane Ends Primary School has 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 aider

**First aiders at Eccleston Lane Ends Primary School have a responsibility to:**

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

Special educational needs coordinator

**Special educational needs coordinator at Eccleston Lane Ends Primary School has the responsibility to:**

- + know which pupils have a medical condition and which have special educational needs because of their condition and to keep an up to date register
- + 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.

Local doctors and specialist healthcare professionals

**Individual doctors and specialist healthcare professionals caring for pupils who attend Eccleston Lane Ends Primary School, 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.

Emergency care services

**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
- + understand and provide input in to the school's medical conditions policy.

Pupils

**The pupils at Eccleston Lane Ends Primary School 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.

Parents

**The parents of a child at Eccleston Lane Ends Primary School 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 and information
- + provide the school with appropriate spare medication labelled with their child's name
- + ensure that their child's medication is within expiry dates
- + keep their child at home if they are not well enough to attend school
- + ensure their child catches up on any school work they have missed
- + ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- + ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

\* The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.

**12. The medical conditions policy is regularly reviewed evaluated and updated. Updates are produced every year**

a. Eccleston Lane Ends Primary School's medical condition policy is reviewed, evaluated and updated every year in line with the school's policy review timeline.

b. New Department for Children, Families and Schools and Department of Health guidance is actively sought and fed into the review.

c. In evaluating the policy, Eccleston Lane Ends Primary School seeks feedback on the effectiveness and acceptability of the medical conditions policy with a wide-range of key stakeholders within the school and health settings. These key stakeholders include:

- + pupils
- + parents
- + school nurse and/or school healthcare professionals
- + headteacher
- + teachers
- + special education needs coordinator
- + pastoral support/welfare officer
- + first aider
- + all other school staff
- + local emergency care service staff (including accident & emergency and ambulance staff)
- + local health professionals
- + the school employer
- + school governors.

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

The following is the quick reference information held in the Staff Handbook and issued annually.

Guidelines

In order to ensure the safety of all our Children at Eccleston Lane Ends we will aim to adhere to the following guidelines:

- \* All Parents are asked not to send nut based products into School.
- \* If foods are to be used in School, the utmost care must be taken to ensure that no nuts or nut based products are used in the making of these foodstuffs.
- \* Parents of Children with an allergy **MUST** be informed as soon as possible that these foodstuffs are to be used / being used in School (preferably at least 24 hours notice given to Parents so that they may be able to make alternative provision).
- \* Parents will be regularly reminded via newsletters and on the website about caring for all children with allergies.
- \* If lunch is to be eaten whilst children are out of school on school trips/PGL, the utmost care must be taken to ensure that no nuts or nut-based products are used in the making any foodstuffs to be eaten by the children or have been used in any preparation or cooking areas.
- \* Parents and children with an allergy **MUST** be informed as soon as possible when any trips that include eating lunch out of the school environment are taking place.
- \* Parents of children with allergies and any other medical conditions must ensure that their child has the correct medication in school at all times.
- \* Parents, children and teachers must ensure that this medication is taken on all school trips, to all swimming sessions and is available to the child whilst taking part in any active sports or outdoor activities.

#### **Further advice and resources**

**The Anaphylaxis Campaign** PO Box 275 Farnborough Hampshire GU14 6SX  
Phone 01252 546100 Fax 01252 377140 [info@anaphylaxis.org.uk](mailto:info@anaphylaxis.org.uk) [www.anaphylaxis.org.uk](http://www.anaphylaxis.org.uk)

**Asthma UK** Summit House 70 Wilson Street London EC2A 2DB  
Phone 020 7786 4900 Fax 020 7256 6075 [info@asthma.org.uk](mailto:info@asthma.org.uk) [www.asthma.org.uk](http://www.asthma.org.uk)

**Diabetes UK** Macleod House 10 Parkway London NW1 7AA  
Phone 020 7424 1000 Fax 020 7424 1001 [info@diabetes.org.uk](mailto:info@diabetes.org.uk) [www.diabetes.org.uk](http://www.diabetes.org.uk)

**Epilepsy Action** New Anstey House Gate Way Drive Yeadon Leeds LS19 7XY  
Phone 0113 210 8800 Fax 0113 391 0300 [epilepsy@epilepsy.org.uk](mailto:epilepsy@epilepsy.org.uk) [www.epilepsy.org.uk](http://www.epilepsy.org.uk)

**Long-Term Conditions Alliance** 202 Hatton Square 16 Baldwins Gardens London EC1N 7RJ  
Phone 020 7813 3637 Fax 020 7813 3640 [info@ltca.org.uk](mailto:info@ltca.org.uk) [www.ltca.org.uk](http://www.ltca.org.uk)

**Department for Education** Sanctuary Buildings Great Smith Street London SW1P 3BT  
Phone 0870 000 2288 Textphone/Minicom 01928 794274 Fax 01928 794248  
[info@dcfsf.gsi.gov.uk](mailto:info@dcfsf.gsi.gov.uk) [www.dcsf.gov.uk](http://www.dcsf.gov.uk)

**Council for Disabled Children** National Children's Bureau 8 Wakley Street London EC1V 7QE  
Phone 020 7843 1900 Fax 020 7843 6313 [cdc@ncb.org.uk](mailto:cdc@ncb.org.uk) [www.ncb.org.uk/cdc](http://www.ncb.org.uk/cdc)

**National Children's Bureau** National Children's Bureau 8 Wakley Street London EC1V 7QE  
Phone 020 7843 6000 Fax 020 7278 9512 [www.ncb.org.uk](http://www.ncb.org.uk)

#### **STAFF HANDBOOK**

##### **Medicines**

Only prescribed medication will be administered at Eccleston Lane Ends unless emergency medication needs to be administered. If the medicine can be taken outside of the school day, then it should be.

A medicine consent form obtained from the office must be completed by a parent then the medicine handed to a first aider or a trained practitioner who will then become responsible for administering the medication.

Only first aiders should administer medicines unless trained by a specialist in administration.

All medicines given should be logged in files next to first aid boxes.

All medicines should be stored safely out of the reach of children.

Medicines should be collected by a responsible adult and not given to a child to take home.

Refrigerated medicines should be kept in the staffroom fridge in a separate container.

Mrs Stout will carry out a weekly check of first aid boxes and fridge.

##### **Asthma**

###### **(See Asthma Management Chart)**

Parents are responsible for keeping inhalers up to date.

All inhalers should be labelled with the child's name.

All asthmatics must be on the medical register, kept in class files with SEN and passed onto next teachers.

A (school) medical care plan should be completed and updated at least termly.

Some children will have a care plan from the health authority which must be followed.

All inhalers should be placed in a container in the child's classroom with easy access to the user. Teachers need to let children and other adults including lunchtime supervisors know where they are.

Staff at ELE will undertake regular training with trained health practitioners to deal with these situations.

##### **Allergies and Anaphylaxis**

###### **(See Allergic Reaction Flow Chart)**

All children with any allergies to food should be recorded on the SIMS system-a medical care plan should be written with parents and medical practitioners if applicable and reviewed by classteachers.

Before any food tasting activities in school, class records should be consulted.

Parents will be reminded regularly to keep school informed of any medical conditions.

There are a number of children in school who have food allergies.

Appropriate staff will be trained in caring for these children and will follow the medical care plan. An epi pen will be kept in school for emergency use if prescribed. Parents are responsible for regularly updating medication and informing school of change. Staff at ELE will undertake regular training with trained health practitioners to deal with these situations.

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### **Sickness**

Red buckets, mops, dustpan and brush are found in the disabled toilet and are to be used for the clearance of sick/bodily fluids.

Paper towels or sand or sawdust can be used if necessary to cover a spillage temporarily and a warning sign placed on top until it can be cleaned up (found in disabled toilet).

All staff must use gloves when cleaning up spillages, these are kept in the first aid cupboards, disabled toilet and the medical room.

All spillages should be bagged up and disposed of in the medical waste bin in the disabled toilet.

If a child is sick or has other bodily fluid spillages on him/herself or others then they remove own clothing and place in a carrier bag for collection by a parent for cleaning.

\* Should a child need supervising for changing/showering/intimate care then two members of staff should be present unless the care plan of an individual child states differently.

### **Sun safety**

Children should be encouraged to be safe in the sun. The wearing of hats, sunglasses, spending time in the shade, covering up and taking water should be actively encouraged. Parents should apply sun screen to their child before coming to school.

Sunscreen is allowed in school but it needs to be named and applied by the child. Sharing of sunscreen is not permitted. When planning outdoor lessons staff should always have sun safety in mind.

The Health & Safety manual (electronic version found in policies) gives further advice on dealing with diseases and illness in school.

**Remember do not be afraid to dial 999 and seek the help of a first aider if you think a life is in danger or if a serious accident has taken place.**