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# BOTTISHAM VILLAGE COLLEGE

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## SUPPORTING STUDENTS WITH MEDICAL NEEDS POLICY

THIS POLICY WAS APPROVED:	SPRING 2021
THIS POLICY WILL BE REVIEWED:	SPRING 2024
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	SUZY STOODLEY

## Statement of Intent

Bottisham Village College aims to ensure that students with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance released in December 2015 – "Supporting pupils at school with medical conditions"

# 1. Bottisham Village College is an inclusive community that aims to support and welcome students with medical conditions

## Definition

Students' medical needs may be broadly summarised as being of two types:

- (a) Short-term affecting their participation in school activities, which they are on a course of medication.
- (b) Long-term potentially limiting their access to education and requiring extra care and support (deemed **special medical needs**).

## Rationale

LAs and schools have a responsibility for the health and safety of students in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of students with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all students at the school. This may mean making special arrangements for particular students who may be more at risk than their peers. Individual procedures may be required. The employer is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support these students may need.

The Children and Families Act 2014, from September 2014, places a duty on schools to arrange for children with medical conditions. **Students with special medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone.** However, teachers and other school staff in charge of students have a common law duty to act in loco parentis and may need to take swift action in an emergency. This duty also extends to teachers leading activities taking place off the school site. This could extend to a need to administer medicine.

The prime responsibility for a child's health lies with the parent who is responsible for the child's medication and should supply the school with information.

## Aims

- a. This school understands that it has a responsibility to make the school welcoming and supportive to students with medical conditions who currently attend and to those who may enroll in the future.
- b. This school aims to provide all children 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
- c. Students with medical conditions are encouraged to take control of their condition. Students feel confident in the support they receive from the school to help them do this.

- d. This school aims to include all students with medical conditions in all school activities.
- e. Parents\* of students with medical conditions feel secure in the care their children receive at this 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. This 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 students at this school. Staff receive training on the impact this can have on students.
- j. The medical conditions policy is understood and supported by the whole school and local health community.

## **2. This school's medical needs policy has been drafted in consultation with a wide range of local key stakeholders within both the school and health settings**

a. This 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:

- + Students with medical conditions
- + Parents
- + College leadership team
- + Teachers
- + Special educational needs coordinator
- + Members of staff trained in first aid
- + Local healthcare professionals
- + School governors

b. The views of students with various medical conditions were actively sought and considered central to the consultation process.

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

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

- a. All staff at this school are aware of the most common serious medical conditions at this school.
- b. Staff at this school understand their duty of care to students in the event of an emergency. In an emergency, 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 students at this school receive training and know what to do in an emergency for the students in their care with medical conditions.
- d. Training is refreshed for all staff at least once a year.
- e. This school uses Healthcare Plans to inform the appropriate staff of students in their care who may need emergency help.

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

- a. Appropriate 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. 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 school tries to ensure that the staff member will be one the student knows.

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

#### Administration – emergency medication

- a. All students at this school with medical conditions have **easy access to their emergency medication** via Student Support
- b. All students are encouraged to carry and administer their own emergency medication, when their parents and health specialists determine they are able to start taking responsibility for their condition. All students carry their emergency medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits.

- c. Students who do not carry and administer their own emergency medication know where their medication is stored and how to access it.
- d. Students who do not carry and administer their own emergency medication understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their medication safely.

### **Administration – general**

e. 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 this school.

f. This 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 student taking medication unless they have been specifically contracted to do so.

h. Several members of staff at this school have been specifically contracted to administer medication.

i. 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.

j. Training is given to all staff members who agree to administer medication to students, where specific training is needed. The local authority provides full indemnity.

k. 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. This may include taking action such as administering medication.

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

m. Parents at this school are informed that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.

n. If a student at this school refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.

o. All staff attending off-site visits are aware of any students with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.

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

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

## **6. This school has clear guidance on the storage of medication at school**

### **Safe storage - emergency medication**

a. Emergency medication is readily available to students who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.

b. Most students at this school carry their emergency medication on them at all times. Students keep their own emergency medication securely.

c. Students at this school are reminded to carry their emergency medication with them.

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

### **Safe storage – non-emergency medication**

e. 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.

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

### **Safe storage – general**

g. An identified member of staff ensures the correct storage of medication at school.

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

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

j. 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.

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

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

m. Some medication for students at this school 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 or lockable as appropriate.

n. All medication is sent home with students at the end of the school year. Medication is not stored in 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.

### **Safe disposal**

p. Parents at this 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 and is always documented.

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 this school are stored in a locked cupboard 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 student's parent.

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

## **7. This school has clear guidance about record-keeping**

### **Enrolment forms**

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

### **Healthcare plans**

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

[See Appendix 1 – Form 1](#)

c. 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.

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

See Appendix 1 – Form 2

See Appendix 1 – Form 3a

e. 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.

f. This school ensures that a relevant member of school staff is also present, if required to help draw up a Healthcare Plan for students with complex healthcare or educational needs.

### **Healthcare plans - register**

g. 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 this school.

h. 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**

i. Parents at this 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.

j. Every student with a Healthcare Plan at this school has their plan discussed and reviewed at least once a year.

### **Storage and access to Healthcare plans**

k. Parents and students at this school are provided with a copy of the student's current agreed Healthcare Plan.

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

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

n. This school ensures that all staff protect student confidentiality.

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

p. This school seeks 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 this school to:

- + inform the appropriate staff and supply teachers about the individual needs of a student with a medical condition in their care
- + remind students with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times
- + identify common or important individual triggers for students with medical conditions at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of common triggers
- + ensure that all medication stored at school is within the expiry date
- + ensure this school's local emergency care services have a timely and accurate summary of a student's current medical management and healthcare in the event of an emergency
- + remind parents of students with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

## Consent to administer medicines

q. 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.

r. 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.

s. If a student requires regular/daily help in administering their medication then the school outlines the school's agreement to administer this medication on the student's Healthcare Plan. The school and parents keep a copy of this agreement.

t. Parents of students with medical conditions at this school are all asked at the start of the school year on the Healthcare Plan if they and their child's healthcare professional believe the child is able to manage, carry and administer their own emergency medication.

## Residential visits

u. 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.

[See Appendix 1 – Form 5](#)

v. 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.

w. 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.

x. 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.

See Appendix 1 – Form 5

#### **Other record keeping**

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

See Appendix 1 – Form 3a and 3b

bb. All school staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. The school keeps a register of staff who have had the relevant training.

See Appendix 1 – Form 4

cc. This school keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

## **8. This school 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**

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

b. Students with medical conditions are included in the consultation process to ensure the physical environment at this school is accessible.

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

#### **Social interactions**

d. This school 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.

e. This school ensures the needs of students with medical conditions are adequately considered to ensure they have full access to extended school activities such as school productions, after school clubs and residential visits.

f. All staff at this school are aware of the potential social problems that students with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.

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

### **Exercise and physical activity**

h. This school understands the importance of all students taking part in sports, games and activities.

i. This 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 students.

j. 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.

k. This school 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.

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

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

### **Education and learning**

n. This school 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.

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

p. This school ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum.

q. Students at this school learn about what to do in the event of a medical emergency.

### **Residential visits**

r. Risk assessments are carried out by this school prior to any out-of-school visit and medical conditions are considered during this process. Factors this school considers include: how all students will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.

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

t. Risk assessments are carried out before students start any work experience or off-site educational placement. It is this school's responsibility to ensure that the placement is suitable, including travel to and from the venue for the student. Permission is sought from the student and their parents before any medical information is shared with an employer or other education provider.

## **9. This 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. This school is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.

b. School staff have been given training on medical conditions. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions.

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

[See Appendix 1 – Form 6](#)

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

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

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

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

a. This 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 students to ensure the policy is planned, implemented and maintained successfully.

b. The following roles and responsibilities are used for the medical needs policy at this school. These roles are understood and communicated regularly.

**Employer - This school 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 needs 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 this school's medical needs policy
- + provide indemnity for staff who volunteer to administer medication to students with medical conditions.

**Principal - This school's Principal has a responsibility to:**

- + ensure the school is inclusive and welcoming and that the medical needs 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 school 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
- + ensure all staff know the medical needs 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
- + update the policy at least once a year according to review recommendations and recent local and national guidance and legislation
- + report back to all key stakeholders about implementation of the medical needs policy.

**All school staff - All staff at this 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 needs 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

- + understand the common medical conditions and the impact it can have on students
- + 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.

**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 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.

**First aider – 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 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 this school has the responsibility to:**

- + help update the school'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.

**Heads of Learning – The pastoral support team at this school have a responsibility to:**

- + help update the school's medical needs 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.

**Students – Students 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 student is feeling unwell
- + 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\*– Parents\* of a child at this 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
- + 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 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.

## **11. The medical needs policy is regularly reviewed evaluated and updated. Updates are produced every year**

- a. This school's medical condition policy is reviewed, evaluated and updated every year in line with the school's policy review timeline.
- b. New Department for Children, Families and Schools and Department of Health guidance is actively sought and fed into the review.
- c. In evaluating the policy, this school seeks feedback on the effectiveness and acceptability of the medical needs policy with a wide-range of key stakeholders within the school and health settings.
- d. The views of students with various medical needs are actively sought and considered central to the evaluation process.