

Version [3.0]

September 2024



MEDICINE POLICY

SANDON PRIMARY ACADEMY

Mrs R Beckett (Principal)

Review date: September 2025

Introduction

Sandon Primary Academy is a fully inclusive Academy which is committed to providing a high quality all round education to all children, regardless of individual needs, including medical conditions.

At Sandon Primary we fully welcome children with medical conditions, strive to make an accessible and welcoming environment and aim to provide them with the same curricular and extra-curricular activities as other pupils.

This policy applies to all educational, sporting and social activities.

Aims

At Sandon Primary we aim to ensure that children with medical conditions can;

- Participate fully in aspects of school life both curricular and extra-curricular
- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic wellbeing
- Take control of their condition and feel confident in the support they receive from school to help them to do so

At Sandon Primary we also aim to ensure that parents of children with medical conditions;

- Feel secure in the care their child receives
- Have an identified contact with whom they can discuss their child's medical condition

In order to achieve the above, we will;

- Ensure that all staff understand their duty of care to pupils in the event of an emergency
- Ensure that all staff are confident in knowing what to do in a general emergency and for pupils with specific medical conditions
- Ensure that all staff understand the medical conditions which affect the children in our academy, their seriousness and their treatment
- Ensure that all staff receive training on the medical conditions which affect children in our academy and the impact that they can have on pupils
- Ensure that all staff understand our academy guidance on the administration and storage of medication and record keeping (see below)
- Ensure that all staff understand their roles and responsibilities in maintaining and implementing this policy

Sandon Primary Academy ensures that the environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment and well as sporting, social and educational activities.

Physical environment:

Sandon Primary is committed to providing a physical environment that is accessible to pupils with medical conditions.

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

Sandon Primary's commitment to an accessible physical environment includes out-of-school visits. We

recognise that this sometimes means changing activities or locations.

Social interactions:

Sandon Primary 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.

Sandon Primary 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 club, school productions, after school clubs and residential visits.

All staff at Sandon Primary 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.

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:

Sandon Primary understands the importance of all pupils taking part in sports, games and activities.

Sandon Primary 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.

Sandon Primary 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.

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.

Sandon Primary 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 minimize these triggers.

Sandon Primary ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.

Sandon Primary ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Education and learning:

Sandon Primary 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.

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

Staff at this 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 SENCO 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.

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

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

Residential visits

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

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

All staff at Sandon Primary are aware of the common triggers that can make medical conditions worse or can bring on an emergency. We actively work towards reducing or eliminating these health and safety risks by:

- Identifying and reducing triggers both at school and on out-of-school visits.
- Ensuring that 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.
- Using Care Plans to identify individual pupils who are sensitive to particular triggers and actions required to ensure these individual pupils remain safe during all lessons and activities throughout the school day.
- Carrying out full health and safety risk assessments on all out-of-school activities before they are approved, taking into account the needs of pupils with medical conditions.
- Reviewing medical emergencies and incidents to see how they could have been avoided. Appropriate changes the policy and procedures are implemented after each review.

Staff training

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

- All staff are aware of pupils with serious medical conditions
- All staff understand their duty of care to pupils in an emergency – in an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parents. This may include administering medication.
- All staff know what action to take in a medical emergency. This includes:
 - how to contact emergency services and what information to give
 - who to contact within school
- Designated staff who work with pupils with medical conditions receive training in order to fully understand the medical condition, it's treatment including in an emergency and the possible impact of the condition on the pupil
- Action for staff to take in an emergency for specific medical conditions is recorded in writing in an individual Care Plan which is developed in conjunction with medical staff, shared with parents and kept in the child's classroom and office
- In the event that emergency care is required, a member of staff known to the pupil will always accompany the pupil and stay with them until a parent arrives and a copy of the Care Plan is sent to the emergency care setting with the pupil
- Specific training is refreshed annually or as required

Administration of medication

Sandon Primary Academy administers medication which is required routinely or in an emergency to treat a life threatening or serious medical condition or when it would be detrimental to a child's health or school attendance

not to do so. That is to say medication with a prescribed dosage of 4 or more times per day. Parents are required to make other arrangements for the administration of medication with a prescribed dosage of less than 4 times per day. The administration of medicine window is between 12pm and 1pm.

- The academy understands the importance of medication being taken as prescribed
- All pupils have easy access to their emergency medication once they are considered by medical staff to be responsible enough to do so and provided it is stored appropriately (see below) except if they are controlled drugs as identified in the Misuse of Drugs Act 1971. This is also the arrangement on any off site or residential visits
- Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it and the arrangements for a member of staff to assist them in taking their medication safely
- All medication defined as a controlled drug is done under the supervision of a named member of staff even if the pupil can administer the medication themselves
- 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. This does not apply in an emergency situation, when all staff are required to act like any reasonably prudent parent under the common law duty of care
- Medication is administered in school only as detailed in the Care Plan or Request for the Administration of Temporary Medication and only with the written consent of parents / guardians through the Care Plan
- Parents and carers understand via the Care Plan that it is their responsibility to inform us in writing of the child's medication or dosage changes or is discontinued
- If a pupil refuses or misuses their medication, staff record this in writing, take any emergency action and inform parents / carers immediately
- All staff attending off site visits are aware of any pupils with medical conditions on the visit, they condition, what to do in an emergency, any additional equipment and the administration of medication through the Care Plan. This is recorded in writing in the risk assessment

Storage of medication

- 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.
- Most pupils at this school carry their emergency medication on them at all times. Pupils keep their own emergency medication securely.
- Pupils are reminded to carry their emergency medication with them.
- 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.
- Staff ensure that medication is only accessible to those for whom it is prescribed
- All controlled drugs are kept in a locked cupboard and only named staff have access, even if pupils normally administer the medication themselves.
- Three times a year the identified member of staff checks the expiry dates for all medication stored at school.
- The identified member of staff, along with the parents of pupils with medical conditions, ensures that all 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. This includes all medication that pupils carry themselves.
- 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.
- Medication is stored in accordance with instructions, paying particular note to temperature.
- Some medication for pupils 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 pupils or lockable as appropriate.
- All medication is sent home with pupils at the end of the school year. Medication is not stored in summer holidays.

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

Disposal of medication

- Parents are asked to collect out-of-date medication.
- 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.
- A named member of staff is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least three times a year and is always documented.
- Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or 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.
- 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.
- Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

Record keeping

- Parents / carers are asked if their child has any medical conditions in the Pupil Details booklet on induction
- Parents / carers are provided confidentially with a copy of their child's medical records and an opportunity to update them annually
- Care Plans are written by health professionals in conjunction with parents / carers and school staff and are updated at least annually
- A Care Plan is required for any child with a medical condition or for whom medication is administered in the Academy. Academy staff will not administer medication until a Care Plan is in place and parents / carers may have to make temporary arrangements during periods of change
- Pupils with medical needs are recorded on a centralized inclusion register which is managed by the SENCO
- Care Plans are only valid once they have been signed by the Parent / Carer
- Parents / Carers are provided with a copy of the child's current Care Plan
- Care Plans are stored in a central file by the office. Up to date copies are also stored in the child's classroom, and the kitchen where appropriate
- When a member of staff is new to a pupil group they are made aware of and have access to the Care Plans of pupils in their care
- All Care Plans are treated confidentially

Residential visits

- All parents / carers are required to provide up to date medical information shortly before their child leaves for a residential visit. This includes information about medication not normally taken during school hours.
- This information is taken on the visit by the relevant member of staff and accompanied by the Care Plan where necessary
- All parents / carers are required to give written consent for staff to administer medication during a residential visit which includes the dosage and times when medication is required and information about any side effects
- A written record is kept of any medication which a member of staff gives or supervises the taking of. This includes the date, time, dosage and a signature.
- If a pupil refuses to take medication or have it administered, this is recorded in writing, any emergency

action taken and the parents / carers informed immediately

Roles and responsibilities

Each member of the Academy community knows their roles and responsibilities in maintaining an effective Medical Conditions Policy. The Academy works in partnership with all interested and relevant parties to ensure that the policy is planned, implemented and maintained successfully.

The following roles and responsibilities apply to this policy:

Academy Committee:

This Academy Committee has a responsibility to:

- ensure the health and safety of staff 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 Board of Directors about the successes and areas for improvement of this school's medical conditions policy

Principal

The Principal has a responsibility to:

- ensure the academy 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, staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents, academy committee representatives, 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 academy is accurate and up to date and that there are good information sharing systems in place using pupils' Care Plans
- ensure pupil confidentiality
- assess the training and development needs of staff and arrange for them to be met
- ensure all supply teachers and new staff know the medical conditions policy
- delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register
- monitor and review the policy at least once a year, with input from pupils, parents, staff and external stakeholders
- update the policy at least once a year according to review recommendations and recent local and national guidance and legislation
- report back to all key stakeholders about implementation of the medical conditions policy.

All school staff

All staff 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 conditions policy
- know which pupils in their care have a medical condition and be familiar with the content of the pupil's Care

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 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/Key Workers 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.

First aider

First aiders 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 coordinators

Special educational needs coordinators at this school have the responsibility to:

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

Pupils

The pupils 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/ Carers

The parents of a child at this school have a responsibility to:

- tell the academy if their child has a medical condition
- ensure the academy has a complete and up-to-date Care Plan for their child
- inform the academy about the medication their child requires during school hours
- inform the academy of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- tell the academy about any changes to their child's medication, what they take, when, and how much
- inform the academy 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 academy with appropriate spare medication labelled with their child's name
- ensure that their child's medication is within expiry dates
- keep their child at home if they are not well enough to attend school
- ensure their child catches up on any school work they have missed
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- + ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

The medical conditions policy is regularly reviewed, evaluated and updated, at least annually.