



## Leatherhead Trinity School and Nursery Supporting Children with Medical Conditions Policy

<b>Status:</b> Statutory	<b>Responsible Manager:</b> Hannah Gray
<b>Review Period:</b> Annually	<b>Responsible Governor:</b> Chair
<b>GB Ratification:</b> June 2025	<b>Next Review Date:</b> June 2026

Leatherhead Trinity School is an inclusive community that aims to support and welcome all children with and without medical conditions. We work to support all children to meet and fulfill their potential. We aim to provide all children with all medical conditions the same opportunities as others at school.

Leatherhead Trinity 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.

### Purpose

Children with medical conditions are encouraged to take control of their own condition. Children feel confident in the support they receive from the school to help them do this. Equally, parents/ carers<sup>1</sup> of children with medical conditions feel secure in the care their children receive at Leatherhead Trinity.

We aim to include all children with medical conditions in all school activities.

Leatherhead Trinity works to ensure all staff

- understand their duty of care to children and young people in the event of an emergency
- feel confident in knowing what to do in an emergency.
- understand that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
- Understand common medical conditions that affect children at our school. Staff receive training on the impact this can have on children.

With this aim, majority of staff are first aid trained and a number of staff have additional

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<sup>1</sup> The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.

paediatric first aid training. A number of staff are trained in managing anaphylaxis, asthma and the use of epi-pens.

### **Information sharing about this policy**

The medical conditions policy is understood and supported by the whole school and local health community. An introduction to the policy is included in induction for all new staff. The school's medical conditions policy has been drawn up in consultation with a wide range of local key stakeholders, within both the school and health settings

The views of children with various medical conditions were actively sought and considered central to the consultation process. The medical conditions policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation. The policy is available via the school website.

Children are informed and regularly reminded about the medical conditions policy:

- through school council
- in personal, social and health education (PSHE) classes
- in science lessons

Parents are informed and regularly reminded about the medical conditions policy:

- via the school website
- in the school newsletter at several intervals in the school year
- when their child is enrolled as a new pupil

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

- at scheduled medical conditions training
- through the key principles of the policy being displayed in several prominent staff areas
- all staff are informed of the policy and their responsibilities.

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

- via primary care trust (PCT) links and the school/community nurse
- discussion during multi-professional meetings

### **Training**

1. All staff who work with groups of children at Leatherhead Trinity receive training and know what to do in an emergency for the children in their care with medical conditions.
2. Training is refreshed for all staff at least once a year and the information is included in the staff handbook.
3. Action for staff to take in an emergency for the common serious conditions is displayed in prominent locations for all staff.
4. They use Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of children in their care who may need emergency help.

All staff need to 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.

Action to take in a general medical emergency is displayed in prominent locations for staff.

### **Roles and responsibilities**

Leatherhead Trinity works in partnership with all interested and relevant parties including the governing body, all staff, parents, community healthcare professionals and children to ensure the policy is planned, implemented and maintained successfully.

### General Principles

- All staff at Leatherhead Trinity are aware of the most common serious medical conditions and are trained in what to do in an emergency for the most common serious medical conditions at this school
- Staff understand their duty of care to children 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, including
  - a. Short term prescribed medications with parental permission e.g. finishing a course of antibiotics
  - b. Long term prescribed medications with parental permission and in line with medical/ paediatrician's advice.
  - c. Asthma inhalers
  - d. Over the counter medications with parental permission, e.g. cough medicine
  - e. Emergency medication including
    - Epi-pens
    - anti-histamine, in case of allergic reactions
    - any other medication as given, with medical advice, for a particular child

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 will try to ensure that the staff member will be one the pupil knows.

Staff should not take children to hospital in their own car unless there is absolutely no alternative and an ambulance and/or parent cannot get the child to hospital.

## Head teacher

The head teacher has a responsibility to ensure:

- Leatherhead Trinity 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 children, staff, special educational needs coordinators, teaching assistants, school nurses, parents, governors, the school health service, the local authority transport service, and local emergency care services
- the policy is put into action, with good communication of the policy to all
- every aspect of the policy is maintained
- that information held by the school is accurate and up to date and that there are good information sharing systems in place using children's Healthcare Plans
- pupil confidentiality
- assessment of the training and development needs of staff and arrange for them to be met
- all supply teachers and new staff know the medical conditions policy
- to delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register
- to monitor and review the policy at least once a year, with input from children, parents, staff and external stakeholders
- to update the policy at least once a year according to review recommendations and recent local and national guidance and legislation
- to report back to all key stakeholders about implementation of the medical conditions policy.

## 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 Leatherhead Trinity's medical conditions policy
- know which children in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan
- allow all children to have immediate access to their emergency medication
- maintain effective communication with parents including informing them if their child has been unwell
- ensure children who carry their medication with them have it when they go on a visit or out of the classroom
- be aware of children 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 children (children should not be forced to take part in any activity if they feel unwell)
- ensure all children with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure children have the appropriate medication or food with them during any exercise and are allowed to take it, if needed.

## Teaching staff

Teachers at this school have a responsibility to:

- be aware that medical conditions can affect a child's learning and provide extra help when children need it
- liaise with parents, the child'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 children's awareness about medical conditions.

## School nurse or school healthcare professional

The school nurse at this school has a responsibility to:

- help update the school's medical conditions policy
- help provide regular training for staff in managing the most common medical conditions at school
- provide information about where Leatherhead Trinity can access other specialist training
- complete the pupil's Healthcare Plans provided by parents
- ensure the child knows how to take their medication effectively, if appropriate
- ensure children have regular reviews of their condition and their medication
- provide Leatherhead Trinity with information and advice regarding individual children and young people with medical conditions (with the consent of the pupil and their parents).

## 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.
- ensure they are up-to-date with Leatherhead Trinity's First Aid Policy.

## SENCo

SENCo/ Head of Inclusion have the responsibility to:

- help update the medical condition policy
- know which children have a medical condition and which have special educational needs because of their condition
- ensure teachers make the necessary arrangements if a child needs special consideration or access arrangements in exams or course work.

## Children

The children have a responsibility to:

- treat other children 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 have a responsibility to:

- tell Leatherhead Trinity if their child has a medical condition
- ensure Leatherhead Trinity has a complete and up-to-date Healthcare Plan for their child
- inform Leatherhead Trinity about the medication their child requires during school hours
- inform Leatherhead Trinity of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- tell Leatherhead Trinity about any changes to their child's medication, what they take, when, and how much
- inform Leatherhead Trinity of any changes to their child's condition
- ensure their child's medication and medical devices are labeled with their child's full name
- provide Leatherhead Trinity 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 administration of medication at school**

### Administration – emergency medication

All children with medical conditions have **easy access to their emergency medication.**

Children are encouraged to administer their own emergency medication, when their parents and health specialists determine they are able to start taking responsibility for their condition. However, the medication remains in the care of an adult at all times and is administered under adult supervision. The responsibility for the administration of medication remains with

the supervising adult. This is also the arrangement on any off-site or residential visits.

Children are supported to understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their medication safely.

- All use of medication, even if the pupil can administer the medication themselves, is done under the supervision of a named member of staff. The time and amount of medication taken must be recorded on the medication resource and countersigned by a witnessing adult.
- Leatherhead Trinity understands the importance of medication being taken as prescribed.
- All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication, unless they have been specifically contracted to do so.
- Many 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 children, but **only with the written consent of the pupil's parent.**
- Training is given to all staff members who agree to administer medication to children, where specific training is needed.
- In some circumstances, medication may only administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult.
- Parents are informed, and reminded, that if their child's medication changes, or is discontinued, or the dose or administration method changes, that they must notify Leatherhead Trinity immediately, so that the school does not provide children with the incorrect medication.
- If a pupil at this school refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.
- All staff attending off-site visits are aware of any children 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.
- 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.
- If a pupil misuses medication, either their own or another pupil's, their parents are informed as soon as possible. These children are subject to the school's usual disciplinary procedures.

#### Administration – general

- Non- prescription medicines can be administered to children whose parents have signed the consent form (annual). We would then administer the medicine in accordance with the safe limits on the packet, record what was given and alert parents and carers that a dose has been given.

#### **The storage of medication at school**

All medication is stored securely and children are not allowed to carry their own medication. This includes both prescribed and over the counter medications.

#### Safe storage – emergency medication

Emergency medication is readily available to children who require it at all times during the school day or at off-site activities. It is stored with the child's name clearly displayed. 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.

Children and staff know exactly where to access their emergency medication. Emergency medication is stored in the school office and securely within the classroom

#### Safe storage – non-emergency medication

All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place in medical area in the school office. Children with medical conditions need to know where their medication is stored and how to access it.

Staff ensure that medication is only accessible to those for whom it is prescribed, unless authorised otherwise by emergency medical services.

#### Safe storage – general

- There is an identified member of staff who ensures the correct storage of medication at school.
- All controlled drugs are kept in a locked cupboard and only named staff have access to it.
- 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 children 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.
- Parents are required to complete a medical form before any medication is given to their child.
- All medication is supplied and stored, wherever possible, in its original containers.
- Medication is stored in accordance with instructions, paying particular note to temperature.
- Some medication for children at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labeled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised children or lockable as appropriate.
- All medication is sent home with children 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.

## Safe disposal

- 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 should 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.
- 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**

### Enrolment forms

Parents at this school are asked if their child has any health conditions or health issues on the enrolment form.

### Healthcare Plans

Leatherhead Trinity uses Healthcare Plans to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments.

- The parents, healthcare professional and pupil with a medical condition, are asked to fill out the pupil's Healthcare Plan together. Parents then return these completed forms to the school.
- A Healthcare Plan, accompanied by an explanation of why and how it is used, is shared with the parents of children with a long-term medical condition. This is sent:
  - at enrolment
  - when a diagnosis is first communicated to the school.
- Leatherhead Trinity ensures that a relevant member of school staff is present, if required to help draw up a Healthcare Plan for children with complex healthcare or educational needs.
- If a pupil has a short-term medical condition that requires medication during school hours, parents are asked to complete a medication form before their children is given any medication within school or by school staff.
- In cases when the Healthcare Plan must remain with the child at all times, any copies of Healthcare Plans will be labeled with 'COPY' and state where the live copy can be found.
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### School Healthcare Plan register

Healthcare Plans are used to create a centralised register of children with medical needs. An identified member of staff has responsibility for the register at this school.

The responsible member of staff 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

Parents at Leatherhead Trinity are regularly reminded to update their child's Healthcare Plan if their child has, had a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change.

Staff use opportunities such as teacher–parent interviews to check that information held by the school on a pupil's condition is accurate and up to date.

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

### Storage and access to Healthcare Plans

- Healthcare Plans are kept in a secure central location at school and shared with parents. All members of staff who work with groups of children have access to the Healthcare Plans of children in their care. 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 children in their care.
- For those who must have their healthcare plan in close proximity, the live copy will be kept in the inclusion folder for the child's class and an information copy held centrally in the office.
- Leatherhead Trinity ensures that all staff protect pupil confidentiality and have signed the school's code of conduct to show their agreement to this.
- Leatherhead Trinity 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.

### 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 pupil with a medical condition in their care
- identify common or important individual triggers for children 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

## Consent to administer medicines

If a pupil requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent on their child's Healthcare Plan giving the pupil or staff permission to administer medication on a regular/daily basis, if required.

A separate form is given to parents for children taking short courses of medication.

All parents of children with a medical condition who may require medication in an emergency are asked to provide consent for staff to administer medication.

## Residential visits

- Parents are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff to help manage the pupil's condition while they are away. This includes information about medication not normally taken during school hours.
- All residential visit forms are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required.
- All parents of children with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.
- The residential visit form also details what medication and what dose the 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

- Leatherhead Trinity 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.
- Leatherhead Trinity 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 new staff receive training.
- All 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.
- This school keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

## **Inclusive environment**

### Physical environment

Leatherhead Trinity is committed

- to providing a physical environment that is accessible to children with medical

conditions.

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

### Social interactions

Leatherhead Trinity ensures

- the needs of children with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.
- the needs of children 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 this school are aware of the potential social problems that children 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 children and to help create a positive social environment.

### Exercise and physical activity

Leatherhead Trinity

- understands the importance of all children taking part in sports, games and activities.
- 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 children.
- ensures all classroom teachers, PE teachers and sports coaches understand that children should not be forced to take part in an activity if they feel unwell.
- Ensures teachers and sports coaches are aware of children in their care who have been advised to avoid or to take special precautions with particular activities.
- ensures all PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for children' medical conditions when exercising and how to minimize these triggers.
- all children have the appropriate medication or food with them during physical activity and that children take them when needed.
- ensures all children with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

### Education and learning

- Leatherhead Trinity ensures that children 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 teachers at this school understand that this may be due to their medical condition.
- Teachers at this school are aware of the potential for children with medical conditions to have special educational needs (SEN). Children 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.

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

### **Awareness of the common triggers**

- Leatherhead Trinity actively works towards reducing or eliminating health and safety risks for children with medical conditions.
- 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.
- Leatherhead Trinity has a list of common triggers for the common medical conditions at this school.
- Leatherhead Trinity uses Healthcare Plans to identify individual children who are sensitive to particular triggers. The school has a detailed action plan to ensure these individual children remain safe during all lessons and activities throughout the school day.
- 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 children with medical conditions.
- Leatherhead Trinity 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.

### **Legislation and guidance**

- Local authorities, schools and governing bodies are responsible for the health and safety of children in their care.
- Areas of legislation that directly affect a medical conditions policy are described in more detail in Managing Medicines in Schools and Early Years Settings. The main pieces of legislation are the Disability Discrimination Act 1995 (DDA), amended by the Special Educational Needs and Disability Act 2001 (SENDA) and the Special Educational Needs and Disability Act 2005. These acts make it unlawful for service providers, including schools, to discriminate against disabled people. Other relevant legislation includes the Education Act 1996, the Care Standards Act 2000, the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Medicines Act 1968.