

SINCLAIR HOUE SCHOOL
Medical Conditions Policy

This policy, which applies to the whole school including the Early Years Foundation Stage (EYFS) is publicly available on the School website and a copy may be obtained from the School Office.

Legal Status:

- Regulatory Requirements, Part 3, Paragraph 14 of the Education (Independent School Standards) (England)

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Headmaster, who undertakes a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than **September 2020**, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require. This policy should be considered alongside the Health and Safety policy.

Signed: 

Date: 16th September 2019

Carlotta TM O'Sullivan
Principal and Proprietor

Rationale: This policy should be read in conjunction with the First Aid Policy, Special Educational Needs and Disability, Educational Visits, Health and Safety Policies. Sinclair House School is an inclusive community that aims to support and welcome pupils with medical conditions. The school seeks:

- To ensure that issues relating to a pupil's medical condition are treated sympathetically and, where appropriate, confidentially.
- To comply with its common law duty to act as any reasonable prudent parent/guardian/carer would, to make sure that pupils are healthy and safe on school premises and this might, in exceptional circumstances extend to administering medicine and/or taking action in an emergency. This duty also extends to teachers leading activities taking place off the school site, such as educational visits, school outings or field trips.

This school is an inclusive community that aims to support and welcome pupils with medical conditions: Sinclair House 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 enroll in the future. It aims to provide all children with all medical conditions the same opportunities as others at school.

Definition of Medical Conditions: Pupils' medical needs may be broadly summarized as being two types:

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

Most pupils at some time have a medical condition, which could affect their participation in school activities. Pupils with medical conditions are encouraged to take control of their condition and to feel confident in the support they receive from the school to help them do this. We aim to include all pupils with medical conditions in all school activities, wherever possible. Parents of pupils with medical conditions should feel secure in the care their children receive at this school as the school ensures all staff understand their duty of care to children and young people in the event of an emergency and are confident in knowing what to do in an emergency. Sinclair House understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood and staff understand the common medical conditions that affect children at this school. Staff receive training on the impact this can have on pupils. The medical conditions policy is understood and supported by the whole school and local health community.

This 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: Sinclair House 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 and school nurses, head teachers and teachers, special educational needs coordinator, pastoral care/welfare officer, members of staff trained in first aid and all other school staff and local healthcare professionals

The medical conditions policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation: Pupils are informed and regularly reminded about the medical conditions policy through the school's pupil representative body and in personal, social and health and economic education (PSHEE).

Parents are informed and regularly reminded about the medical conditions policy at the start of the school year when communication is sent out about Healthcare Plans when their child is enrolled as a new pupil. It is available on the school website all year round.

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

- through information handed out at the first staff meeting of the school year and at scheduled medical conditions training
- through the key principles of the policy being displayed in staff areas
- all supply and temporary 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:

- through communication with the community PCT Staff.

All staff including temporary or supply staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school: All staff at this school are aware of the most common serious medical conditions at this school and 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, however, only first aid trained staff can administer medication. All staff who work with groups of pupils at this school receive training and know what to do in an emergency for the pupils in their care with medical conditions. Training is refreshed for all staff at least once a year. Action for staff to take in an emergency for the common serious conditions at this school is displayed in prominent locations for all staff in the staff room. Sinclair House uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help. Procedures are 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.

All staff understand and are trained in the school's general emergency procedures: 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 and who to contact within the school. Training is refreshed for all staff at least once a year. Action to take in a general emergency is displayed in the staff room. 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.

The school has clear guidance on the administration of medication at school: See Administration of Medications Policy

This school has clear guidance on the storage of medication at school: Safe storage – emergency 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 and pupils at this school 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.
- Pupils will not be able to carry any medication with the exception of inhalers for asthma control, or care plan specified medication. No pupil is allowed to have any non-prescription drugs in school; this is to ensure that no pupil unwittingly or otherwise gives another pupil his or her medication. This approach is supported in school through our PSHE curriculum.

Safe storage – non-emergency medication

- All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Pupils with medical conditions 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.

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, 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 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. 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 labeled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised pupils or lockable as appropriate.
- When no longer required, medicines should be returned to the Parent/Carer to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and others sharps.
- 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 at this school 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 pediatrician 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.

This school has clear guidance about record-keeping

Enrolment forms: Parents of children at Sinclair House are asked if their child has any health conditions or health issues on the enrolment form and are requested to inform the school in writing if any new conditions arise.

Healthcare Plans: This 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.

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 and when a diagnosis is first communicated to the school.

These plans will be reviewed annually as a minimum, or more frequently at the request of parents/carers or the school/centre, or as required.

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. This school ensures that a relevant member of school staff is also present, if required to help draw up a Healthcare Plan for pupils with complex healthcare or educational needs. If a pupil has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent to the pupil's parents to complete.

School Healthcare Plan register: Healthcare Plans are used to create a centralised register of pupils 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 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. Staff at this school use opportunities such as teacher-parent interviews and home-school diaries 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: Parents and pupils at this school are provided with a copy of the pupil's current agreed Healthcare Plan which are kept in a secure central location at school. Apart from the central copy, specified members of staff (agreed by the pupil and parents) securely hold copies of pupils' Healthcare Plans. These copies are updated at the same time as the central copy. All members of staff who work with groups of pupils have access to the Healthcare Plans of

pupils 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 pupils in their care. However, we ensure that all staff protect pupil confidentiality. Sinclair House 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. We also seek permission from the pupil and parents before sharing any medical information with any other party, such as when a pupil 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 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. This information is used 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 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: 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 sent to parents for pupils taking short courses of medication. 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. 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. Parents of pupils 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.

- Medicines will only be accepted for administration if they are:
 - Prescribed
 - In-date
 - Labelled
 - Provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.
 - The exception to this is insulin which must be in date but will generally be available inside an insulin pen or pump, rather than in its original container.

If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so but instead follow the procedure agreed in the Individual Health Care Plan. Parents/Carers should be informed, outside of the review, so that alternative options can be considered.

Other record keeping: Sinclair House 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. The school holds training on common medical conditions once a year. All staff attending receive a certificate confirming the type of training they have had. 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 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. An up-to-date list is kept of members of staff who have agreed to administer medication and have received the relevant training. **This 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: Sinclair House is committed to providing a physical environment that is accessible to pupils with medical conditions. We are committed to an accessible physical environment which includes out-of-school visits. The school recognises that this sometimes means changing activities or locations.

Social interactions: Sinclair House 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. We ensure 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

this 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. Opportunities such as personal, social and health education (PSHE) lessons are used to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

Exercise and physical activity: Sinclair House understands the importance of all pupils taking part in sports, games and activities. This school ensures that:

- 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.
- 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.
- 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.
- all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.
- all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Education and learning: Sinclair House 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 teachers at this school understand that this may be due to their medical condition. Teachers 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 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. Lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum. Pupils at this school learn about what to do in the event of a medical emergency.

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 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. 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. 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. 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.

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 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. We understand 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. **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**

Sinclair House is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits. School staff have been given training on medical conditions and this training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions. Healthcare Plans are used 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. 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. 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. **Each member of the school and health community knows their roles and responsibilities in maintaining an effective medical conditions policy.** Sinclair House works in partnership with all interested and relevant parties including all

school staff, parents, community healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully. The following roles and responsibilities are used for the medical conditions policy at this school. These roles are understood and communicated regularly.

Employer: This 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 and school staff about the successes and areas for improvement of this school's medical conditions policy

Headteacher: Sinclair House School's head teacher has a responsibility to:

- ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- liaise between interested parties including pupils, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents, the school health 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 pupils' Healthcare 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 and staff
- update the policy at least once a year according to review recommendations and recent local and national guidance and legislation

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 conditions policy
- 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 this 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 healthcare professional: The school healthcare professional at this 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 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 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.

Pastoral support/welfare officers: The pastoral support/welfare officer at this school has the responsibility to:

- help update the school's medical conditions policy
- know which pupils have a medical condition and which have special educational needs because of their condition
- ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.

Pupils: The pupils at this 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 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 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.

Unacceptable Practice: Although school staff should use their discretion and judge each case on its merits with reference to the child's Individual Health Care Plan, it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary
- assume that every child with the same condition requires the same treatment
- ignore the views of the child or their Parents/Carers; or ignore medical evidence or opinion, (although this may be challenged)
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans
- if the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable
- penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively

- require Parents/Carers, or otherwise make them feel obliged, to attend the Academy to administer medication or provide medical support to their child, including with toileting issues. No Parent/Carer should have to give up working because the Academy is failing to support their child's medical needs; or
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of Academy life, including school trips, e.g. by requiring Parents/Carers to accompany the child.

Complaint: An individual wishing to make a complaint about actions regarding the school's actions in supporting a child with medical conditions should discuss this with the school in the first instance. If the issue is not resolved, then a formal complaint may be made, following the complaints procedure for the school.