



Cricket Green School

Medical Policy



Date reviewed: Autumn 2016

Review Date: Autumn 2017



Cricket Green School

Medical Policy

Introduction

- Cricket Green School is an inclusive community that aims to support and welcome pupils with medical conditions
- Cricket Green School aims to provide all pupils with medical conditions the same opportunities as others at school
- At Cricket Green School everyone has the right to be treated equally regardless of gender, race, culture, belief or exceptional need.

In order to do this Cricket Green:

- Ensures all staff understand their duty of care to children and young people in the event of an emergency
- Ensures all staff feel confident in knowing what to do in an emergency
- Ensures all staff understand that medical conditions should not be a barrier to learning.
- Ensures that there are care plans where relevant for children and young people.
- Ensures staff engage in training for individual children and young people where relevant.

Policy Overview

1. Cricket Green School is an inclusive community that supports and welcomes pupils with medical conditions in addition to their learning difficulties.
2. All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at Cricket Green School.
3. The school trains staff to be First aiders and Paediatric First aiders
4. Cricket Green School has clear guidance on the administration of medication at school.
5. Cricket Green School has clear guidance on the storage of medication at school.
6. Cricket Green School has clear guidance about record keeping.
7. Cricket Green School ensures that the whole school environment is inclusive and favorable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.
8. Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.
9. Cricket Green School understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enroll in the future.
10. Cricket Green School aims to provide all children with all medical conditions the same opportunities as others at school.
11. Pupils with medical conditions are encouraged to take control of their condition where this is appropriate.
12. Cricket Green School aims to include all pupils with medical conditions in all school activities. Medical intervention in school time is minimised to ensure full access to the curriculum.
13. The school ensures all staff understand their duty of care to children and young people in the event of an emergency.

14. We aim to make all staff feel confident in knowing what to do in an emergency.

15. The medical policy is understood and supported by the whole school.

The medical policy is known to staff, parents, governors and other key stakeholders to ensure its full implementation -

a. Parents are informed reminded about the medical policy:

- by including the policy statement on the school's website
- when communication is sent out about Healthcare Plans
- when their child is enrolled as a new pupil

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

- through Healthcare Plans which, once agreed with parents, are shared with school staff
- at scheduled medical conditions training where appropriate

c. Governors agree the policy and review it annually

- All other external stakeholders are informed and reminded about the school's medical conditions policy via the copy placed on the school's website

4. Staff understand and are trained in what to do in an emergency for the most common serious medical conditions at Cricket Green School

a. Staff at Cricket Green School are aware of the most common significant medical conditions at Cricket Green School

b. Staff at Cricket Green School understand their duty of care to pupils in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication (eg asthma inhalers, epi-pens, Buccal Midazolam, or contacting emergency services).

c. Staff at Cricket Green School receive training and know what to do in an emergency for the pupils in their care with medical conditions.

d. Training in the agreed most common serious medical conditions (i.e. epilepsy, asthma, diabetes) is refreshed for all staff at least once a year.

- e. Action for staff to take in an emergency for the common serious conditions at Cricket Green School is contained within the pupil's healthcare plan - available on the shared data system
- f. Cricket Green School uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.
- g. Cricket Green School has procedures in place so that a copy of the pupil's Healthcare Plan is sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.

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

- a. All staff know what action to take in the event of a medical emergency.
- b. New staff and supply staff are inducted into school process.
- c. If a pupil needs to be taken to hospital, a member of staff, usually a senior leader or known staff member, will accompany them and will stay with them until a parent arrives.

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

Administration - emergency medication

- a. All medicines are stored in the school office.
- b. Some pupils may be 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. Emergency medication accompanies the relevant pupil on all off-site events
- c. The administration of emergency medication eg Buccal Midazolam is only carried out by those with current training.

Administration – general

- a. All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of the named member of staff at Cricket Green School
- b. The school understands the importance of medication being taken as prescribed
- c. 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
- d. Training is given to all staff members who agree to administer medication to pupils, where specific training is needed, eg emergency medication
- e. Training is given to any staff members who may agree to administer medication to pupils, where specific training is needed.
- f. All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as administering medication in an emergency situation eg asthma inhalers and epi-pens. It does not include administering Buccal Midazolam
- g. Parents at Cricket Green School understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school office immediately
- h. If a pupil at Cricket Green School were to refuse their medication, parents are informed as soon as possible
- i. If a pupil at Cricket Green School needs supervision or access to medication during home to school transport organised by the local authority, this will be planned for by the Local Authority
- j. All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed to accompany the pupil

7. Cricket Green School has clear guidance on the storage of medication at school

Safe storage - emergency medication

- a. Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. All emergency medication is kept in school office. For off-site activities, pupils' emergency medication is carried along with healthcare plans, overseen by an identified member of staff.

Safe storage - non-emergency medication

- a. All non-emergency medication is kept locked in the school office in a secure place.
- b. All controlled drugs are kept in a locked cupboard and only staff have access, even if pupils normally administer the medication themselves. This includes staff who take responsibility for carrying such medication on off-site trips
- c. The first aiders 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
- d. All medication is supplied and stored 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
- e. Medication is stored in accordance with instructions, paying particular note to temperature
- f. Some medication for pupils at CG School may need to be refrigerated and if so, it is kept labeled in the fridge in the staff room. All medication is sent home with pupils at the end of the school year. Medication is not stored during the summer holidays.
- g. 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

- a. Out of date medication is sent home to parents for disposal or disposed of.
- b. Sharps boxes are used for the disposal of needles and are obtained from the London Borough of Merton. All sharps boxes in Cricket Green School are stored out of reach of children.
- c. 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 school
- d. Collection and disposal of sharps boxes and pharmacy waste bins is dealt with appropriately.

8. Cricket Green School has clear guidance about record keeping

Enrolment forms

- a. Parents of pupils enrolling at Cricket Green School are asked by the school if their child has any health conditions or health issues at an initial health assessment meeting

Healthcare Plans

- a. Drawing up Healthcare Plans

This school uses a Healthcare Plan to record important details about individual children's medical needs, their triggers, signs, symptoms, medication and other treatments. This is drawn up by the school nurse in partnership with parents and any other relevant healthcare professionals (see appendix 2)

- b. If a pupil has a short-term medical condition that requires medication during school hours, a consent form is sent to the pupil's parents to complete (see appendix 1)

School Healthcare Plan Register

- a. All pupils who have an emergency medical need or administered medication at school have a care plan drafted by the school in conjunction with school nurse. Once the plan is drafted and signed by the parent, the plan is passed to the school for storage and dissemination. More complex needs have care plans written by their lead medical professionals.

- b. The school nurse 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

- a. Parents at Cricket Green School are regularly reminded to let the school know 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. Care plans are updated annually or more frequently by the school nurse if relevant information is received.
- b. Every care plan is sent home to parents to check and sign.

Storage and access to Healthcare Plans

- a. Parents are provided with a copy of the pupil's current agreed Healthcare Plan
- b. Healthcare Plans are kept in a secure central location at school (on RIO and on the school's shared data system). Paper copies are kept in the care plan file in the school office.
- c. All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care

Use of Healthcare Plans

- a. Healthcare Plans are used by Cricket Green School to help the school to effectively support pupils with medical conditions in accessing the curriculum and wider school life
- b. They are developed in the context of assessing and planning care and managing risks to the child's education, health and social well-being and to minimise time out of school/ learning. Where the child has a special education need this health care plan should be attached to the EHC Plan

Consent to administer medicines

- a. If a pupil requires regular prescribed medication at school, parents are asked to provide consent each time by signing the care plan which states which medication is being administered. For 'as required' medication parents are asked to give written or verbal consent to the school.

Residential visits and School Trips

- a. Parents are sent a residential visit / school trip form to be completed and returned to school in advance of their child leaving 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 ensure the pupil's condition can be safely managed while they are away. This includes information about medication not normally taken during school hours
- b. 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 (NB the care plan only details care required within regular school hours)
- c. 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, or consenting to an adjustment in the regime (for example, if a pupil usually requires medication to be given during the school day, for the purpose of a 1 day or less trip medication may be able to be adjusted and given either before or after the trip). If the parents indicate consent for an adjustment, the form will be signed and returned.
- d. The relevant training in the management of emergencies is provided to all staff annually, i.e. seizures and asthma attacks (see 'Compliance Register').
- e. Cricket Green School keeps an up-to-date list of members of staff who have agreed or who are contracted to administer medication and have received the relevant training (see 'Compliance Register')

**9. Cricket Green School ensures that the whole school environment is inclusive and favourable to pupils with medical conditions.
This includes the physical environment, as well as social, sporting and educational activities**

Physical environment

- a. Cricket Green School is committed to providing a physical environment that is accessible to pupils with medical conditions, this includes school trips and overnight stays.

Social:

- a. Cricket Green School staff will work together to enable pupils with medical conditions to have full access to extended school activities such as school discos, school productions, after school clubs and residential visits, by ensuring teachers are aware of how a child's medical condition will impact on their participation. If medication adjustments were required to enable a child to participate fully, consent would be sought.
- b. All staff at Cricket Green 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.
- c. 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

- a. Cricket Green School understands the importance of all pupils taking part in sports, games and activities
- b. Cricket Green School ensures all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils
- c. CG School ensures all classroom teachers, PE teachers and sports coaches understand that pupils should not be forced to take part in an activity if they feel unwell
- d. 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
- e. Cricket Green School ensures all PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimize these triggers
- f. Cricket Green School ensures all pupils have the appropriate medication or food available to them during physical activity and that pupils take them when needed
- g. Cricket Green School ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports where medically safe and appropriate.

Education and learning

- a. Cricket Green School ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments are provided.

Residential visits

- a. Risk assessments are carried out by Cricket Green 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
- b. Cricket Green School understands that there may be additional medication, equipment or other factors to consider when planning residential visits. CG School considers additional medication and facilities that are normally available at school
- c. Risk assessments are carried out before pupils start any work experience or off-site educational placement. It is Cricket Green School's responsibility to ensure that the placement is suitable, including travel to and from the venue for the pupil. Permission is sought from the pupil and their parents before any medical information is shared with an employer or other education provider

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

- a. Cricket Green School works in partnership with all interested and relevant parties including the school's governing body, all school staff, parents, employers, community healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully.
- b. The following roles and responsibilities are used for the medical conditions policy at Cricket Green School. These roles are understood and communicated regularly.

Governors

- c. Governing Bodies - must make arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented. They should ensure that a pupil with medical conditions is supported to enable the fullest participation possible in all aspects of school life.

- d. Governing bodies should ensure that arrangements are in place to deliver training that is sufficient to ensure staff feel competent and confident before taking on responsibility to support children with medical conditions.
- e. Governing bodies should ensure that arrangements are in place to record that any member of school staff providing support to a pupil with medical needs have received suitable training.
- f. Governors will receive an annual update as to the effective working of the policy, including numbers of pupils and key issues arising from school health care plans and training provided.

Headteacher

Cricket Green School's headteacher has a responsibility to:

- ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- liaise between interested parties including pupils, school staff, school health team, parents, governors, the school health provider, the CCG, 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 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 through the induction process
- monitor and review the policy at least once a year and update as necessary

All School Staff

All staff at Cricket Green 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 emergency medication via the school nurse team

- maintain effective communication with parents including informing them if their child has been unwell at school (this may often be via the school nurse team)
- ensure pupils who carry their medication with them have it when they go on a school visit or out of the classroom where appropriate
- 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 if needed
- attend training prior to giving prescription medication or undertaking any medical procedure
- alert the head teacher if they do not feel confident in their ability to support any pupil with medical needs, requesting further training.

Teaching staff

Teachers at Cricket Green 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, headteacher 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 at Cricket Green 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.

Pupils

The pupils at Cricket Green 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
- Where relevant, 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
- Where appropriate, 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

Parents

The parents of a child at Cricket Green 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
- if complex medical conditions exist, ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.
- ensure medication is given outside of school where possible

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

The DfE guidance 2014 lists the following unacceptable practices. This Guidance notes these issues and notes that it is important that there is a dialogue between school and parents so that the parent feels confident in the processes.

Unacceptable practice:

- 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; 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 eg 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, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school 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 school life, including school trips, eg by requiring parents to accompany the child. "

Supporting Pupils at School with Medical Conditions 2014

11. Emergency Procedures

- a. All staff should also be aware of the school risk management process in the event of a medical emergency.
- b. All staff should be aware of what constitutes an emergency for individual pupils, as identified in individual healthcare plans
- c. Staff should be aware that the most up-to-date health information should be taken with any child if they need to be taken to hospital
- d. Staff should be aware of any specific logistical issues that need to be relayed to emergency services in the event that they need to be called. (For example, change to the access to school site).

12. The medical conditions policy is reviewed annually and evaluated and updated accordingly.

- a. Any new Department for Children, Families and Schools and Department of Health guidance will feed into the review.

Updated: Autumn 16

Review: Autumn 17

C Dawson and GB



FIRST AIDERS IN THIS MAIN BUILDING

Liz BOLTON	Emergency First Aid/Paediatric	03 January 2019	Main Building
Selina HORNBLOWER	Emergency First Aid/Paediatric	03 January 2019	Main Building
Lisa MARSHALL	Emergency First Aid/Paediatric	03 January 2019	Main Building
Eleni PIKRODAFNIS	Emergency First Aid/Paediatric	03 January 2019	Main Building
Roshna SHAHID	Emergency First Aid/Paediatric	03 January 2019	Main Building
Jane VICKERS	Emergency First Aid/Paediatric	14 January 2018	Main Building
Natasha WILLIAMS	Emergency First Aid/Paediatric	03 January 2019	Main Building
Angela DORRIS	Emergency First Aid/Paediatric	9 December 2017	Office



FIRST AIDERS IN 6th FORM BUILDING

First Aiders	Training	Expiry Date	Location
Maria GREENSLADE	Emergency First Aid/Paediatric	03 January 2019	6th Form
Irina KHOSHO	Emergency First Aid/Paediatric	03 January 2019	6th Form
Evelyn OWUSU PREMPEH	Emergency First Aid/Paediatric	03 January 2019	6th Form

FIRST AIDERS IN THIS CHAPEL ORCHARD BUILDING

First Aiders	Training	Expiry Date	Location
Julie JEFFERY	Emergency First Aid/Paediatric	03 January 2019	Chapel Orchard
Yvonne PILLAI	Emergency First Aid/Paediatric	03 January 2019	Chapel Orchard
Rochelle RAJAN	Emergency First Aid/Paediatric	03 January 2019	Chapel Orchard
Russell HASLEDEN	Emergency First Aid	22 January 2018	Chapel Orchard