



Reviewed	20th Sept 2016
Last Reviewed	September 2020

Supporting pupils with medical conditions policy

This policy is written in conjunction with the Keeping Children Safe in Education Document (September 2020).

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Policy statement

- **Morden is an inclusive community that aims to support and welcome pupils with medical conditions.**
- **Morden aims to provide all pupils with all medical conditions the same opportunities as others at school.**

We will help to ensure:

- All staff understand their duty of care to children and young people in the event of an emergency.
- All staff feel confident in knowing what to do in an emergency.
- All staff understand that medical conditions should not be a barrier to learning.

Policy framework

1. Morden Primary is an inclusive community that aims to support and welcome pupils with medical conditions.
2. Morden Primary's medical conditions policy is drawn up in consultation with a wide-range of local key stakeholders within both the school and health settings.
3. The medical conditions policy is supported by a clear communication plan for staff, parents* and other key stakeholders to ensure its full implementation.
4. All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at Morden Primary.
5. All staff understand and are trained in the school's general emergency procedures.
6. Morden Primary has clear guidance on the administration of medication at school.
7. Morden Primary has clear guidance on the storage of medication at school.
8. Morden Primary has clear guidance about record keeping.
9. Morden Primary 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.
10. Morden Primary is aware of the common triggers that can make common 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.
11. Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.
12. The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year.

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

Policy example and guidelines

1. Morden Primary is an inclusive community that aims to support and welcome pupils with medical conditions

- a. Morden Primary 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 enrol in the future.
- b. Morden Primary aims to provide all children with all medical conditions the same opportunities as others at school.
- c. Pupils with medical conditions are encouraged to take control of their condition. Pupils feel confident in the support they receive from the school to help them do this.
- d. Morden Primary aims to include all pupils with medical conditions in all school activities.
- e. Parents* of pupils with medical conditions feel secure in the care their children receive at Morden Primary.
- f. The school ensures all staff understand their duty of care to children and young people in the event of an emergency.
- g. All staff feel confident in knowing what to do in an emergency.
- h. Morden Primary understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
- i. All staff understand the common medical conditions that affect children at Morden Primary. Staff receive training on the impact this can have on pupils.
- j. The medical conditions policy is understood and supported by the whole school and local health community.

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

2a. Morden Primary has consulted on the development of this medical conditions policy with a wide range of key stakeholders within both the school and health settings. These key stakeholders include:

- Pupils with medical conditions
- Parents
- School nurse
- Headteacher
- Teachers
- SEN Coordinator
- Pastoral care/welfare officer
- Members of staff trained in first aid
- All other school staff

- Local emergency healthcare staff (such as accident and emergency staff and paramedics)
- Local healthcare professionals
- The school employer
- The school governors

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

c. Appropriate key stakeholders were consulted in two phases:

- initial consultation during development of the policy
- comments on a draft policy before publication.

d. This school recognises the importance of providing feedback to those involved in the development process and is committed to acknowledging input and providing follow-up to suggestions put forward.

3. The medical conditions policy is supported by a clear communication plan for staff, parents, governors and other key stakeholders to ensure its full implementation - key health professionals for the school

a. Pupils are informed and regularly reminded about the medical conditions policy:

- through the school's pupil representative body
- in the school newsletter at several intervals in the school year
- in personal, social and health education (PSHE) classes
- through school-wide communication about results of the monitoring and evaluation of the policy.

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

- by including the policy statement in the school's prospectus and signposting access to the policy at the start of the school year when communication is sent out about Healthcare Plans
- in the school newsletter at several intervals in the school year
- when their child is enrolled as a new pupil via the school's website, where it is available all year round
- through school-wide communication about results of the monitoring and evaluation of the policy.

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

- through signposting staff to the policy on the staff drive or school website
- at scheduled medical conditions training
- through the key principles of the policy being displayed in several prominent staff areas at this school
- through school-wide communication about results of the monitoring and evaluation of the policy
- all supply and temporary staff are informed of the policy and their responsibilities.

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

- by signposting to the policy on the school website
- at scheduled medical conditions training
- School nurse.
- through communication about results of the monitoring and evaluation of the policy.

e. Governors agree the policy and regularly review it (at least every 2 years)

f. All other external stakeholders are informed and reminded about the school's medical conditions policy:

- by signposting to the policy on the school website
- through communication about results of the monitoring and evaluation of the policy.

4. All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at Morden Primary

a. All staff at Morden Primary are aware of the most common serious medical conditions at Morden Primary.

b. Staff at Morden Primary 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.

c. All staff who work with groups of pupils at Morden Primary receive training and know what to do in an emergency for the pupils in their care with medical conditions.

d. Training 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 Morden Primary is displayed in prominent locations for all staff including classrooms, kitchens and the staff room*.

f. Morden Primary 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. Morden Primary 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.

h. Morden Primary has made arrangements with the local hospital to ensure the timely transfer of Healthcare Plans to the hospital in the event of an emergency.

* Emergency procedure posters are available to download from www.medicalconditionsatschool.org.uk

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. This includes:

- how to contact emergency services and what information to give
- who to contact within the school.

b. New staff and supply staff are inducted into school processes.

c. Action to take in a general medical emergency is displayed in prominent locations for staff. These include classrooms, the staff room, food preparation areas and sporting facilities.

d. 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.

e. Staff should not take pupils to hospital in their own car. Morden Primary has clear guidance from the local authority on when (and if) this is appropriate.

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

Administration – emergency medication

a. All pupils at Morden Primary with medical conditions have **easy access to their emergency medication.**

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

c. Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it.

d. Pupils who do not carry and administer their own emergency medication understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their medication safely.

Administration – general

e. All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of a named member of staff at Morden Primary.

f. Morden Primary understands the importance of medication being taken as prescribed.

g. All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so.

h. There are several members of staff at Morden Primary who have been specifically contracted to administer medication.

i. Training is given to all staff members who agree to administer medication to pupils, where specific training is needed.

j. 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.

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

l. Parents at Morden Primary understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.

m. If a pupil at Morden Primary refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.

n. If a pupil at Morden Primary needs supervision or access to medication during home to school transport organised by the local authority, properly trained escorts are provided. (This is only applicable where the school employs the escorts: All escorts have the same training as school staff, know what to do in a medical emergency and are aware of any pupils in their care who have specific needs. If they are expected to supervise or administer emergency medication they are properly trained and have access to the relevant Healthcare Plans.)

o. 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.

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

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

7. Morden Primary 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. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.
- b. All medication is stored in the main office in the allocated filing cabinet.
- c. Pupils at Morden Primary are reminded to take their emergency medication with them on school trips – the staff member leading the trip will be responsible for ensuring this medication is taken on the trip and carried by an allocated adult.

Safe storage – non-emergency medication

- e. All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Pupils with medical conditions know where their medication is stored and how to access it.
- f. Staff ensure that medication is only accessible to those for whom it is prescribed.

Safe storage – general

- g. There is an identified member of staff who ensures the correct storage of medication at school.
- h. All controlled drugs are kept in a locked cupboard and only named staff have access, even if pupils normally administer the medication themselves.
- i. Three times a year the identified member of staff checks the expiry dates for all medication stored at school.
- j. The identified member of staff, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labelled with the pupil's name, the name and dose of the medication and the frequency of dose.
- k. 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.
- l. Medication is stored in accordance with instructions, paying particular note to temperature.
- m. Some medication for pupils at Morden Primary may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised pupils.
- n. All medication is sent home with pupils at the end of the school year. Medication is not stored in summer holidays.

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

Safe disposal

p. Parents at Morden Primary are asked to collect out-of-date medication.

q. If parents do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.

r. A named member of staff is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least three times a year and is always documented.

s. Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in Morden Primary are stored in a secure cupboard.

t. If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to school or the pupil's parent.

u. Collection of sharps boxes is dealt with appropriately.

8. Morden Primary has clear guidance about record keeping

Enrolment forms

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

Healthcare Plans

Drawing up Healthcare Plans

b. Morden Primary 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. **See Template A**

c. 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.

See Template B

See Template C

d. If a pupil has a longer term medical condition, the school, Healthcare professional, parent and pupil with a medical condition (if appropriate) are asked to fill out the pupil's healthcare plan together. **(See Template A, B, C, F)**

School Healthcare Plan register

e. 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 Morden Primary.

f. 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

g. Parents at Morden Primary 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.

h. Staff at Morden Primary 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.

i. Every pupil with a Healthcare Plan at Morden Primary has their plan discussed and reviewed at least once a year.

j. An anonymised overview of the report is to go to governors annually summarizing key issues emerging for the plans and process including issues regarding access to the curriculum.

Storage and access to Healthcare Plans

k. Parents and pupils at Morden Primary are provided with a copy of the pupil's current agreed Healthcare Plan.

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

m. 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.

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

o. 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.

p. Morden Primary ensures that all staff protect pupil confidentiality.

q. Morden Primary 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.

r. Morden Primary seeks 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 Morden Primary to:

The plan is designed to help the school to effectively support pupils with medical conditions in accessing the curriculum and wider school life.

They should be developed in the context of assessing and managing risks to the Childs' 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.

Where a child is absent for over 15 days due to illness the school will consider reviewing or setting up a health care plan with school nursing/ GP. The aim of this review is to promote the child's attendance and engagement in school and maximise their access to the curriculum.

Where this health care plan review decides that the pupil cannot attend school on medical grounds a referral will be made to the Local Authority Medical Provision for consideration.

Consent to administer medicines

s. 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.

Residential visits

t. 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.

u. 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.

v. 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.

w. If the form includes current issues of medication – a discussion is held with the parent about how the medical condition will be managed whilst on the trip.

Other record keeping

x. Morden Primary 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.

See Template C or D

y. Morden Primary 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 staff are suitably trained.

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

aa. Morden Primary keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

9. Morden Primary 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. Morden Primary is committed to providing a physical environment that is accessible to pupils with medical conditions; this includes school trips and journeys.

Social interactions

b. Morden Primary ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.

c. Morden Primary ensures the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits.

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

e. 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

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

g. Morden Primary ensures all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical

activity accessible to all pupils.

h. Morden Primary ensures all classroom teachers, PE teachers and sports coaches understand that pupils should not be forced to take part in an activity if they feel unwell.

i. 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.

j. Morden Primary ensures all PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimize these triggers.

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

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

Education and learning

m. Morden Primary ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.

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

o. Teachers at Morden Primary 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 Inclusion Manager. The school's Inclusion Manager 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.

p. Pupils at Morden Primary learn about what to do in the event of a medical emergency.

Residential visits

q. Risk assessments are carried out by Morden Primary prior to any out-of-school visit and medical conditions are considered during this process. Factors Morden Primary 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.

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

s. Risk assessments are carried out before pupils start any work experience or off-site

educational placement. It is Morden Primary'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. Morden Primary is aware of the common triggers that can make medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this

- a. Morden Primary is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.
- b. School staff have been given training on medical conditions. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions.
- c. The school has a list of common triggers for the common medical conditions at Morden Primary. The school has written a trigger reduction schedule and is actively working towards reducing or eliminating these health and safety risks.
- d. Written information about how to avoid common triggers for medical conditions has been provided to all school staff.
- e. Morden Primary uses Healthcare Plans 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.
- f. Full health and safety risk assessments are carried out on all out-of-school activities before they are approved, including work experience placements and residential visits, taking into account the needs of pupils with medical conditions.
- g. The school reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to Morden Primary's policy and procedures are implemented after each review.

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

- a. Morden Primary 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 Morden Primary. These roles are understood and communicated regularly.

Governors

"The governing body must ensure that arrangements are in place to support

pupils with medical conditions. In doing so they should ensure that such children can access and enjoy the same opportunities at school as any other child. Schools, local authorities, health professionals and other support services should work together to ensure that children with medical conditions receive a full education." Supporting Pupils with Medical Conditions September 2014.

Governors will receive annual updates as to the effective working of the policy, including numbers of pupils and key issues arising from school health care plans and training provided.

Head teacher

Morden Primary'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, governors, the school health service, the local authority transport service, and local emergency care services
- ensure the policy is put into action, with good communication of the policy to all
- ensure every aspect of the policy is maintained
- ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using 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 stakeholders
- update the policy at least once a year according to review recommendations and recent local and national guidance and legislation
- report back to all key stakeholders about implementation of the medical conditions policy.

Lead member of staff for pupils with medical conditions

This role will have lead responsibility for the implantation and review of the policy.

All school staff

All staff at Morden Primary 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 have medication have it when they go on a school visit or off

school premises

- 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.
- Must not be given prescription medication or undertake a medical procedure without appropriate training/updated to reflect the individual care plan.

Teaching staff

Teachers at Morden Primary 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, Inclusion Manager and CPO 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 nurse or school healthcare professional

The school nurse at Morden Primary has a responsibility to:

School Nursing will not necessarily be aware of all pupil's medical conditions, but there is a clear expectation from the school that school nursing services are involved in the care plan process as appropriate including the following:

They will seek consent from the parent - or young person over 13, as relevant.

Initiate and update health care plans regularly

Inform the school of pupils in need for a health care plan

- help update the school's medical conditions policy
- help provide regular training for school staff in managing the most common medical conditions at school and advising training on less common conditions. Collate relevant health information to support pupil, family and school to inform the health care plan.
- provide information about where the school can access other specialist training. To ensure health care plans are designed to maximise attendance at school and engagement with learning including effective reintegration to schools.

First aider

First aiders at Morden Primary 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.

Inclusion Manager

Inclusion Managers at Morden Primary have a 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.

Local doctors and specialist healthcare professionals

Individual doctors and specialist healthcare professionals caring for pupils who attend Morden Primary, have a responsibility to:

- complete the pupil's Healthcare Plans provided by parents
- where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours
- offer every child or young person (and their parents) a written care/self-management plan to ensure children and young people know how to self manage their condition
- ensure the child or young person knows how to take their medication effectively
- ensure children and young people have regular reviews of their condition and their medication
- provide the school with information and advice regarding individual children and young people with medical conditions (with the consent of the pupil and their parents)
- understand and provide input in to the school's medical conditions policy.

Emergency care services

Emergency care service personnel in this area have a responsibility to:

- have an agreed system for receiving information held by the school about children and young people's medical conditions, to ensure best possible care
- understand and provide input in to the school's medical conditions policy.

Pupils

The pupils at Morden Primary 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 or 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 Morden Primary 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.

** 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 feel 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

12. The medical conditions policy is regularly reviewed evaluated and updated. Updates are produced every year

a. Morden Primary's medical condition policy is reviewed, evaluated and updated every year in line with the school's policy review timeline.

b. New Department for Children, Families and Schools and Department of Health guidance is actively sought and fed into the review.

c. In evaluating the policy, this school seeks feedback on the effectiveness and acceptability of the medical conditions policy with a wide-range of key stakeholders within the school and health settings. These key stakeholders include:

- pupils
- parents
- school nurse and/or school healthcare professionals
- headteacher
- teachers
- special education needs coordinator
- pastoral support/welfare officer
- first aider
- all other school staff
- local emergency care service staff (including accident & emergency and ambulance staff)
- local health professionals
- the school employer
- school governors.

d. The views of pupils with various medical conditions are actively sought and considered central to the evaluation process.

Further advice and resources

The Anaphylaxis Campaign

PO Box 275

Farnborough

Hampshire GU14 6SX

Phone 01252 546100

Fax 01252 377140

info@anaphylaxis.org.uk

www.anaphylaxis.org.uk

Asthma UK

Summit House

70 Wilson Street

London EC2A 2DB

Phone 020 7786 4900

Fax 020 7256 6075

info@asthma.org.uk

www.asthma.org.uk

Diabetes UK

Macleod House

10 Parkway

London NW1 7AA

Phone 020 7424 1000

Fax 020 7424 1001

info@diabetes.org.uk

www.diabetes.org.uk

Epilepsy Action

New Anstey House

Gate Way Drive

Yeadon

Leeds LS19 7XY

Phone 0113 210 8800

Fax 0113 391 0300

epilepsy@epilepsy.org.uk

www.epilepsy.org.uk

Long-Term

Conditions Alliance

202 Hatton Square

16 Baldwins Gardens

London EC1N 7RJ

Phone 020 7813 3637

Fax 020 7813 3640

info@ltca.org.uk

www.ltca.org.uk

**Department for Children,
Schools and Families**

Sanctuary Buildings
Great Smith Street
London SW1P 3BT

Phone 0870 000 2288

Textphone/Minicom 01928 794274

Fax 01928 794248

info@dcsf.gsi.gov.uk

www.dcsf.gov.uk

Council for Disabled Children

National Children's Bureau
8 Wakley Street
London EC1V 7QE

Phone 020 7843 1900

Fax 020 7843 6313

cdc@ncb.org.uk

www.ncb.org.uk/cdc

National Children's Bureau

National Children's Bureau
8 Wakley Street
London EC1V 7QE

Phone 020 7843 6000

Fax 020 7278 9512

www.ncb.org.uk

Template A: Individual healthcare plan

Name of school/setting	Morden Primary
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

Clinic/Hospital Contact

Name	
Phone no.	

G.P.

Name	
Phone no.	

Who is responsible for providing support in school	
--	--

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to



Template B: parental agreement for setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	Morden Primary
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting

immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

Template C: record of medicine administered to an individual child



Name of school/setting	Morden Primary
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature _____

Signature of parent _____

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

C: Record of medicine administered to an individual child (Continued)

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			



**Template E: staff training record –
administration of medicines**

Name of school/setting

Morden Primary

Name

Type of training received

Date of training completed

Training provided by

Profession and title

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____



Template F: model letter inviting parents to contribute to individual healthcare plan development

Dear Parent

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom.

Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for **xx/xx/xx**. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve **[the following people]**. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I **[or another member of staff involved in plan development or pupil support]** would be happy for you contact me **[them]** by email or to speak by phone if this would be helpful.

Yours sincerely