



## MEDICAL POLICY

This policy supplements the general statements of policies issued most recently by Strictly Education 4S, the Department of Education (DfE) and Public Health England (PHE). Warlingham School also fully complies with Surrey County Council (SCC) guidelines "Young People's Health and the Administration of Medicines", DfE guidelines "Supporting pupils at school with medical conditions" and Public Health England "Guidance on infection control in schools and other childcare settings."

Please refer to these documents for additional information.

Warlingham School also recognises that duties in the Children and Families Act (England only), The Equality Act (England, Wales and Scotland) and the Disability Discrimination Act (Northern Ireland only) relate to children with disability or medical conditions and are anticipatory.

Throughout this policy the term 'parent' refers to parent, carer or guardian.

### General Principles

At Warlingham School we believe that inclusion and equal opportunities for all staff and students are an entitlement.

As a school we have the responsibility to create an inclusive environment where each one of our students may fully access their education. The school aims to provide all students with medical conditions the same opportunities as others at school. We strive to ensure that all students can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being once they leave school

We are committed to providing students with medical needs access to a full and varied curriculum, taking into account any impact on their performance or behaviour.

The school ensures that all staff understand their duty of care to children and young people in the event of an emergency. Please refer to the Health & Safety Policy for further information.

The school understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood. We also understand the importance of medication and care being given ONLY as directed by medical professionals and parents.

All staff understand the common medical conditions that affect students at this school via specific training, inset days, risk assessments and individual medical or care plans. Specific staff receive various levels of first aid training (including the use of EpiPens and administration of epileptic drugs) and have access to further, more specifically targeted training where appropriate.

All staff are kept up to date by means of feedback from students, parents and associated services, Arbor, risk assessments and the use of alert cards. Students have the right to be consulted and it is expected that they will agree to co-operate with their agreed Medical Care Plan.

Student Services staff provide medical facilities, where all medication is administered, stored and monitored. Student Services staff are also responsible for maintaining records including the Accident/Incident book and first aid is provided.

First Aid boxes and lists of First Aid qualified staff are available throughout the school and a full risk assessment is available from the H&S Officer. An AED Defibrillator is available from the school's main reception area.

Parents accept responsibility for providing clearly marked medication, in its original packaging, ensuring that the correct quantities are provided and that the medication is within its expiry date. A full list of parent responsibilities can be found on the Administration of Medicines Form.

This policy should be read in conjunction with the Medical Conditions Procedures (attached) Student Services Procedures, SEND policy and Code of Practice and the Equality Policy.

This Medical Policy is reviewed annually, evaluated and updated. A copy can be requested if required and is available on the school website.

Approved by Local Governing Body	Summer 2023
Due for review	Summer 2024
SLT Member	Mr P Foster

# MEDICAL CONDITIONS PROCEDURES

## Part 1: An Inclusive Community

- Warlingham School aims to welcome and include all students with medical conditions in all school activities wherever possible.

There is a procedure for all staff and students to advise Warlingham School of any medical conditions they may have and to inform us of whether they have a recognised disability.

- Staff understand the medical conditions of students at this school and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.
- Students with medical conditions are encouraged to take control of their condition and feel confident in the support they receive to help them to do this.
- We endeavour to help parents of students with medical conditions feel secure in the care their children receive at this school and that the level of care received suits their individual needs.
- The school understands the importance of ensuring that all staff understand their duty of care to young people in the event of an emergency.
- The Medical Policy is understood and supported by the whole school and local health community.

## Part 2: Distribution

- This school policy is available to all school staff on the school's shared area and highlighted to staff during the induction process and relevant training. A copy can also be requested from the school if required and is available on the school website.

## Part 3: Communication

Students and parents are made aware of the Medical Policy via:

- Reference to the policy statement in the school's handbook
- Communication sent out about Medical / Care Plans at the start of the school year
- Information and medical forms provided when a child is enrolled as a new student
- The school's website, where it is available all year round

School Staff are informed and regularly reminded about the Medical Policy:

- Via the Staff Handbook
- At all scheduled medical training
- Through staff induction
- School website

Relevant local health staff are informed about the school's medical policy via the Primary Care Trust links and school nurse.

- When the school is informed of long term or complex medical condition of a student, a key member of staff will liaise with the family to ensure that the appropriate care is available and we are able to meet the student's medical needs.
- There is a photo list available to select staff which details students currently using EpiPens and/or have a diagnosis of Anaphylaxis, Diabetes, Epilepsy or other serious illnesses, to help staff identify students should the need arise.

- At Warlingham we keep a non-obligatory record of members of staff with medical conditions, including details of condition, medication and special instructions for ambulance staff who may be called out to attend. These forms are kept in a sealed confidential envelope in Student Services and a copy is held on the individual personal file and / or Arbor.

#### Part 4: Training & Understanding

- All staff are aware of the action that should take in a medical emergency, including how to contact the emergency services, the information to give and who to contact. This information is clearly displayed throughout the school and is explained during staff induction procedures, regular emailed communications & inset training.
- All staff are made aware of the most common serious medical conditions and understand their duty of care to students in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act in “loco parentis”. Any member of the school staff may be asked to provide support to pupils with medical conditions including the administering of medicines, although they cannot be required to do so. Under no circumstances should staff be expected to carry out procedures unless they feel competent to do so and without receiving appropriate training.
- There is no legal or contractual duty for any member of staff to administer medication or supervise a student taking medication unless they have been specifically contracted to do so.
- All staff who work with groups of students at this school receive training and know what to do for those with medical conditions in their care.
- We have an appropriate number of FAW (First Aid at Work) trained First Aiders throughout the school. First aid kits are available in clearly signed locations throughout the school – please see First Aid Provision risk assessment for further details.
- If a student needs to be taken to hospital, generally it will be Student Services staff who will call an ambulance and contact the parents. If parents, carers or recognised family representative is unable to escort the student, a member of staff will, wherever possible, accompany them and stay with them until a parent arrives.
- We endeavour to make that member of staff someone the student knows, however is most likely to be someone from Student Services, Head of House or SLT.
- Staff should not take students to hospital in their own car. The school has clear guidance from SCC on when and if this is appropriate.

#### Part 5: The Administration of Medication at School

Further information for this section can be found in Surrey’s “Young People’s Health and the Administration of Medicines” document, copies of which are kept in Student Services.

- All students at this school with medical conditions have easy access to their medication which is kept securely in Student Services.
- Warlingham School reserves the right not to undertake the administration of medicines in certain cases which in their opinion fall outside the school’s responsibility. If such decisions are taken the Headteacher and the schools Local Committee should be notified.
- Students are not encouraged to carry their own medication unless their parents and health specialists determine that it is necessary.
- All medication (unless otherwise indicated) is kept in Student Services in clearly labelled individual containers, in its original packaging and in a lockable cupboard.
- Students who do not carry and administer their own medication understand the arrangements in place for a member of staff in supervising them to take their medication safely.
- All use of medication defined as a **controlled drug\*** is undertaken only under the supervision of Student Services staff (even if a student can administer the medication themselves).

- Parents understand that if their child's medication changes, is discontinued, or the dose or administration methods alter, it is their responsibility to notify the school immediately.
- If a student refuses his/her medication, staff will record this and the parents will be informed as soon as possible. If a student misuses either their medication or another student's, their parents will be informed as soon as possible. These students will be subject to the school's disciplinary procedures.
- Student Services do not keep medication such as Paracetamol, Ibuprofen, and Aspirin etc. on site for general use and will not prescribe without the relevant signed documentation. Students may bring in their own and keep it in Student services but are required to follow normal procedures. NO medication will be given to a child under 16 without written/verbal parental consent.
- Student services and first aid boxes both supply latex free gloves and plasters as recommended. On occasion, Paracetamol, plasters, sunscreen, insect spray etc. may be given out on school trips & visits where appropriate, with parental consent only. Please note these items would not normally be carried in first aid kits.
- For trips and visits offsite the Trip Leader should make sure that all staff involved have checked the medical list on Arbor. They will be provided with all the information about the type of conditions, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed. A nominated member of staff will be responsible for administering or supervising medication whilst on the trip.
- The school's responsibility extends only within the site during normal school hours, arranged school activities and organised off-site activities.

*\* The term 'controlled drug' is defined by the Misuse of Drugs Act 1971 ("the Act") as 'any substance or product for the time being specified in Part I, II or III of Schedule 2 of the Misuse of Drugs Act 1971'. Controlled drugs are subject to strict legal controls and legislation determines how they are prescribed, supplied, stored and destroyed. Controlled drugs are managed and used in a variety of settings by health and social care practitioners and by people who are prescribed them to manage their condition(s). Controlled drugs are closely regulated as they are susceptible to being misused or diverted and can cause harm. To ensure they are managed and used safely, legal frameworks for governing their use have been established.*

## Part 6: Storage of medication at school

- For students who have notified the school of a medical condition, emergency medication is always available during the day and during off-site activities if required.
- Most students at this school carry their emergency medication only when it is deemed necessary. Students are responsible for keeping their medication securely.
- All non-emergency medication is kept in a secure place. Students 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.
- There is an identified member of staff who ensures the correct storage of medication at school. Although checks are made, staff are not responsible if the medication goes past its expiry date. All medication is stored in accordance with instructions, paying particular note to temperature.
- Certain medication may need to be refrigerated. All such medication is stored in an airtight container and is clearly labelled. Refrigerators used for medicines are in a secure area, inaccessible to unsupervised students or lockable as appropriate.
- All **controlled drugs** are kept in a locked cupboard and only named staff have access, even if students normally administer the medication themselves.
- Student Services staff, along with the parents of students with medical conditions, ensure that all medication bought into school is clearly labelled with the student's name, the medication dose, frequency and expiry date and preferably in its original packaging. This includes all medication that students carry themselves.
- Parents are asked to collect out of date medication. If parents do not pick up this medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal. Medication is not stored in school over the summer holidays.

- It is the parents' responsibility to ensure medication comes into school on the first day of the new academic year.
- Sharps boxes are used for the safe disposal of needles. Parents obtain sharps boxes from the child's GP or paediatrician on prescription and are responsible for collecting them when full as the school has no method to dispose of them. All sharps' boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place.
- If a sharps box is needed off-site or on a residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy, to school or the student's parent.

## **Part 7: Record Keeping**

- Parents of children new to the school are asked if their child has any health conditions on the admissions form which is filled out as they start school.
- Permission is sought from parents to enable sharing of medical information, where appropriate, with outside agencies, including work experience.
- If the parent states that their child has a medical condition a furthermore detailed pack is sent for completion. The information given will help to build the individual medical plan.
- Medical / Care Plans are used to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. These are reviewed annually unless circumstances change throughout the year. Parents and students are provided with a copy.
- Parents are regularly reminded to update their child's medical plan if their child has a medical emergency or if there have been any changes to their symptoms, or their medication or treatment changes.
- If a student has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent to the student's parents to complete. Depending on the medical condition a risk assessment may also be done to ensure the school provides the best possible care for that individual. The school ensures that all staff take responsibility for protecting student confidentiality at all times.
- Parents must sign their son/daughter's individual medical plan, to agree to the information provided being shared with appropriate healthcare professionals as required.
- Parents are required to complete the medical/trip consent form for all school day and residential trips. This form is available via the Parents area on the website and requests up to date information about the student's current condition and their overall health. This provides essential information to relevant staff and supervisors alerting them to individual student's medical needs and specific instructions to adhere to. This includes information about medication not normally taken during school hours.
- Relevant medical information for students is taken by the trip leader on visits and for all out of school activities.
- All parents of students 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.

A record is kept of each occasion an individual student is given or supervised taking, medication. Details of the supervising staff member, student, medication taken, dose, date and time are recorded. If a student refuses to have medication this is also recorded and parents are informed as soon as possible. All accidents & incidents are logged and recorded on an Incident Report Form which is reported to Surrey. Records are kept in Student Services.

## **Part 8: Inclusive School Environment**

- Warlingham School is committed to providing wherever possible an accessible physical environment which includes out of school visits. The school and students recognise that this sometimes means changing locations or activities or making other reasonable adjustments.
- Students with medical conditions are included in the consultation process to ensure the physical environment at school is accessible.
- The school ensures the needs of students with medical conditions are adequately considered to enable their involvement in structured and unstructured social activities, including during breaks and before and after school.
- Warlingham School ensures the needs of students with medical conditions are adequately considered to enable access to extended school activities.
- Staff are aware of the potential social problems that students with medical conditions may experience. The staff use this knowledge to try to prevent and deal with problems in accordance with the schools anti-bullying and behaviour policies.
- Staff use opportunities such as SRW lessons to raise awareness of medical conditions amongst students and to help create a positive social environment.
- Warlingham will refer students with medical conditions who are finding it difficult to keep up educationally to the SENDCO/Deputy SENDCO who will liaise with the student (where appropriate), parent and the individual's healthcare professional.
- Warlingham ensures that all staff make reasonable adjustments to sports, games and other activities to make physical activity accessible to all students wherever possible and that all students with medical conditions are actively encouraged to take part in out of school clubs and team sports.
- Staff are aware of students in their care, who have been advised to avoid, or to take special precautions with, particular activities.
- Warlingham School ensures that all staff are made aware of the potential triggers for students' medical conditions when exercising and how to minimise these triggers.
- Risk Assessments are carried out prior to any out of school visit and medical conditions are considered during the process.
- We understand that there may be additional medication, equipment or other factors to consider when planning residential visits.
- Risk assessments are carried out before students start any work experience or off-site educational placement including an assessment of the suitability of the placement.
- Where a child is returning to school following a period of hospital education or alternative provision or a period of sickness, a risk assessment will be carried out, and the school will work with external parties & parents to enable a smooth transition and that the needs of the child are adequately met.
- All school staff understand that frequent absences or symptoms such as limited concentration and frequent tiredness may be due to a student's medical condition. This school will not penalise students for their attendance if their absences relate to their medical condition.
- Warlingham School is committed to keeping in touch with a child when they are unable to attend school due to their medical condition.

## **Part 9: Eliminating Health & Safety Risks and Triggers**

- The school is committed to reducing the likelihood of medical emergencies.
- The school is also committed to providing a safe and healthy environment in school, limiting the risk of spread of infection and contamination where possible by following guidance on social distancing, enhanced cleaning and infection control management guidance provided by the DfE and PHE.
- School staff have been given training on medical conditions as appropriate.

- 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 students with medical conditions.
- The school reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to Medical Policy and Procedures are implemented after each review where necessary.

*This policy should be read in conjunction with the Student Services Procedures document, SEND Policy and Code of Practice and the Equality Policy.*