



CAISTOR GRAMMAR SCHOOL

SUPPORTING STUDENTS WITH MEDICAL CONDITIONS POLICY

Approved by Full Board of Trustees:

December 2023

Last reviewed:

September 2023

Signed:

A handwritten signature in black ink that reads "Lucy Jackson". The signature is written in a cursive style.

Chair of Trustees

CAISTOR GRAMMAR SCHOOL

SUPPORTING STUDENTS WITH MEDICAL CONDITIONS POLICY

Caistor Grammar School wishes to ensure that students with medical conditions receive appropriate care and support at School. This policy has been developed in line with the Department for Education's guidance released in April 2014 and updated in December 2015 – "Supporting pupils at school with medical conditions".

All activities and school trips are inclusive in nature; some students may need some additional support with this. Comprehensive risk assessments are carried out prior to a trip and an appropriate staff ratio is allocated. Thorough 'trip packs' are issued for staff involved. This will include information regarding student's SEN and medical conditions. Parents' meetings will be held before the trip giving an opportunity to discuss any concerns or ask specific questions. Parents can contact their child's form tutor, key worker or trip organiser to raise additional concerns. Parents can be asked to support a school trip.

Although the position of the school and age of some of the buildings makes access and inclusion particularly difficult to some areas of the site, every reasonable adjustment is taken to make provision for students with disabilities as defined by the Equality Act 2010 (last updated 2015). The advice of professionals is sought and followed as required.

As the school is selective, we do not discriminate against any student who has a recognised disability but achieves the benchmark and for whom there is space. Reasonable adjustments are made, for prospective students, subject to the presentation of appropriate official documentation (see the Admissions Policy) before the entrance examinations in September.

Staff are aware of the common medical conditions that affect children at this School and they have access to relevant information, so that they can understand the impact medical conditions may have on particular students. All staff are trained in the School's general emergency procedures and understand their duty of care to children and young people in the event of an emergency. Staff also understand that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.

Caistor Grammar School:

- Has clear processes for record keeping and information sharing for students with medical needs.
- Has clear guidance on the administration of medication at school, and has strict guidance on the storage of medication at school.
- Works to ensure that the whole school environment is inclusive and favourable to students with medical conditions. This includes the physical environment as well as social, sporting and educational activities.

Students with medical conditions are encouraged to take control of their condition and feel confident in the support they receive from the school to help them do this. We always aim to ensure that parents feel secure in the care their children receive at school.

1. Emergency Procedures

Staff are made aware of the most common serious medical conditions and have a duty of care to students in the event of an emergency. Information is shared with all staff and displayed in the staffroom for students in their care who may need emergency help. In an emergency situation school staff are required under duty of care to act in loco parentis. Action to take, when a general medical emergency occurs, is displayed in prominent locations for staff.

Staff responsible for first aid receive training and know what to do in an emergency for the students in their care with medical conditions. Training is refreshed for staff as required. All staff know what action to take in the event of a medical emergency. This includes how to contact emergency services and what information to give and who to contact within the School.

The School has procedures in place so that, when necessary, a copy of the student's Healthcare Plan is sent to the emergency care setting with the student. 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. Emergency procedure training is refreshed for staff as necessary, on an annual basis, for medical conditions which require emergency intervention.

If a student needs to be taken to hospital, a member of staff may accompany them if required and will stay with them until a parent arrives.

2. Medication

Where possible it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours.

The School has clear guidance on the administration of medication at school and administration of emergency medication. All students 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. Students carry their emergency medication with them at all times, except if they are controlled drugs.

Students who do not carry and administer their own emergency medication know where their medication is stored and how to access it. All use of medication defined as a controlled drug, even if the student can administer the medication themselves, is carried out under the supervision of a named member of staff at this School. All staff are aware that 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 School staff have been informed through the training that they are required to have, 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 life threatening situations. In some circumstances medication is only administered by an adult of the same gender as the student, preferably witnessed by a second adult.

Parents at this School understand that if their child's medication changes or is discontinued/expires, or the dose or administration method changes, that they should notify the School immediately. If a student misuses medication, either their own or another student's, their parents are informed as soon as possible. These students are subject to the School's usual disciplinary procedures.

3. Safe Storage – Emergency Medication

Emergency medication is readily available to students who require it, during the school day or as part of off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available.

All non-emergency medication is kept in a secure and cool dry place. All controlled drugs are kept in a locked cupboard and only named staff have access, even if students normally administer the medication themselves. Routinely, an identified member of staff checks the expiry dates for all medication stored at School.

The identified member of staff, along with parents of those students with medical conditions, ensures that all emergency and non-emergency medication brought into School is clearly labelled with the student name, the name and dose of the medication and the frequency of the dose. Medication is supplied, wherever possible by parents, and then stored in its original containers.

Some medication for students at this School 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 students or lockable as appropriate.

It is the parent's responsibility to ensure that new and in date medication comes into School when required.

4. Safe Disposal

An identified member of staff is responsible for checking the dates of medication and arranging for the disposal of any that have expired, including the safe and appropriate disposal of needles.

Parents at this School are asked if their child has any health conditions or health issues on the School's data collection form, which is updated at the start of each school year. Parents of new students starting at other times during the year are also asked to provide this information on data forms.

5. Healthcare Plans

Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the student, parents/carers, appropriate school staff members and medical professionals. Heads of Section, Form Tutors, the DSL and other staff will be notified as required about the

plan. This will be used to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Where the student has an Educational Health Care Plan, the IHCP will be linked to it or become part of it. These will be easily accessible whilst preserving confidentiality.

IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner. This will be via contact with the child's parents

Where a child is returning from a period of hospital education or alternative provision, we will work with the LA and outside agencies to ensure that the IHCP identifies the support the child needs to reintegrate.

6. Other Record Keeping

Caistor Grammar School keeps an accurate record of each occasion an individual student is given, or supervised, taking medication. Details of the supervising staff member, student, dose, date and time are recorded.

Staff are aware of the potential social problems that students with medical conditions may experience and use this knowledge to try to prevent and deal with problems in accordance with the School's anti-bullying and behaviour policies.

Caistor Grammar School ensures that all classroom teachers, PE teachers and sports coaches understand that students should not be forced to take part in an activity when they feel unwell. This School ensures that all PE teachers and classroom teachers are aware of the potential triggers for students' medical conditions when exercise and how to minimize these triggers.

Parents and guardians understand that they have a responsibility to ensure that their children are fit and well to attend school, and also to ensure that if medication should be required during the school day they have a responsibility to ensure that it is provided and that they have liaised with School to this effect.

7. Typical information gathered to create an IHCP

- child's name
- tutor group
- Date of Birth
- Child's address
- Medical diagnosis or condition
- Date
- Review date
- Family Contact Information
- Clinic/Hospital Contact
- G.P. Name and Phone Number
- who is responsible for providing support in school

- description of the medical needs and details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues
- name of medication, dose, method of administration, when to be taken, side effects, contra-indications, whether it will be administered by someone (and who) or self-administered with/without supervision
- daily care requirements
- Specific support for the student's educational, social and emotional needs.
- Description of what constitutes an emergency, and the action to take if this occurs.
- Staff training needed/undertaken – who, what, when?