

Medical Conditions and Administration of Medicines in School

Date written/last reviewed:	Spring 2024
Full Governors approval required:	Yes
Date adopted by Full Governors:	Spring 2024
Date of next review:	Spring 2027

Waldegrave School is an inclusive community that aims to support and welcome students with medical conditions to ensure that they can enjoy school and achieve well.

This policy sets out the school's approach and describes the roles and responsibilities of the governing body, the Headteacher, the staff, the students and their families in relation to medical conditions and administration of medicines in school. It is guided by the statutory guidance [Supporting pupils at school with medical conditions \(GOV.UK\)](#).

General Principles:

The school recognises its statutory duties under the Equality Act 2010 which apply where children are disabled.

The school recognises the concerns of parents, carers and young people with medical conditions, and aims to ensure that all students with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can enjoy a full and active school life and achieve their academic potential.

The school will work to ensure that parents are confident that Waldegrave will provide effective support for their child's medical condition and that all students feel safe. The school will work with relevant local health services and will take and fully consider advice from healthcare professionals and the views of parents, carers and students.

The school understands that emotional and behavioural consequences can arise from medical conditions and that long term absences can affect educational attainment as well as wellbeing and emotional health. The school will work to support reintegration back into school for students with medical conditions after protracted absence and will put support in place to limit the impact on the student which arises from unavoidable short term and frequent absences.

Students with medical conditions are encouraged to manage their condition. Students should feel confident in the support they receive from the school to help them do this.

- The school aims to include all students with medical conditions in all school activities.
- The school ensures that all staff understand their duty of care to students in the event of an emergency and all staff feel confident in knowing what to do in an emergency.
- The school understands that certain medical conditions are serious and can be potentially life threatening
- The school understands the importance of medication being taken as prescribed.
- All staff understand the common medical conditions that affect students at school.
- Staff receive training on the impact that medical conditions can have on students.

Waldegrave ensures that the whole school environment is inclusive and supports students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities

Physical environment

Waldegrave is committed to providing a physical environment that is accessible to students with medical conditions. The school's commitment to an accessible physical environment includes out-of-school visits. The school recognises that this sometimes means changing activities or locations.

Social environment

Waldegrave ensures the needs of students with medical conditions are adequately considered to ensure they have full access to extended school activities such as school productions, after school clubs and residential visits. Staff are aware of the potential social problems that students 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. Staff use opportunities such as personal, social and health education (PDC) lessons to raise awareness of medical conditions amongst students and to help create a positive and inclusive social environment.

Exercise and physical activity

Waldegrave understands the importance of all students taking part in sports, games and activities. The school ensures teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all students, whilst understanding that students should not be forced to take part in an activity if they feel unwell.

Teachers and sports coaches are aware of students in their care who have been advised to avoid or to take special precautions with particular activities when this information is shared with the school.

Waldegrave ensures teachers and school sports coaches are aware of the potential triggers for students' medical conditions when exercising and how to minimise these triggers.

The school ensures all students have the appropriate medication or food with them during physical activity and that students take them when needed.

Education and learning

Waldegrave ensures that students with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.

Teachers at this school are aware of the potential for students with medical conditions to have special educational needs (SEN). Students with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN coordinator. The school's SEN coordinator consults the student, parents/carers and the student's healthcare professional to ensure the effect of the student's condition on their schoolwork is properly considered.

The school ensures that lessons about common medical conditions are incorporated into the curriculum, where appropriate. In PDC lessons students learn about what to do in the event of a medical emergency.

1. Records of students with medical conditions

Parents and carers at this school are asked if their child has any health conditions or health issues on the enrolment form, which is filled out when students join Waldegrave. Parents and carers are asked to record important details about individual students' medical needs at school, their triggers, signs, symptoms, medication and other treatments.

This information is used to create a centralised register of students with medical needs. The Attendance & Medical Manager has responsibility for the register of students in Years 7-11 and the Sixth Form Manager for students in Years 12-13.

Medical Information is held securely on the school's intranet and MIS. All members of staff who work with groups of students have access to this information to support students in their care.

1.1 Use of Healthcare Plans to support students with serious or chronic conditions

Healthcare Plans (in some cases these may be known as Allergy Care Plans) are used to:

- inform staff about the individual needs of a student with a Healthcare plan.
- remind students with serious medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times.
- identify common or important individual triggers for students with medical conditions at school that bring on symptoms and can cause emergencies.

1.2 Creating Healthcare Plans

A request to complete a Healthcare Plan, accompanied by an explanation of why and how it is used, is shared with all parents/carers of students with a long-term medical condition. This may be at one of the following times:

- at enrolment
- when a diagnosis is first communicated to the school
- when we are made aware of a change in a medical condition or treatment plan.

The parent or carer, healthcare professional and student with a medical condition are asked to fill out the student's Healthcare Plan together. Parents/carers then return these completed forms to the school. Waldegrave staff can also be available to support families to complete the Healthcare Plan information for students with complex healthcare or educational needs if required.

The Attendance & Medical Manager and The Sixth Form Manager follow up with the parent/carer any further details on a student's Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

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 parent/carer to complete. (see administration of medication in school)

1.3 Review of Healthcare Plans

Parents and carers are regularly reminded to update their child's Healthcare Plan including when 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.

1.4 Storage and access to Healthcare Plans

Parents, carers and students are provided with a copy of the student's current agreed Healthcare Plan.

Healthcare Plans are kept in a secure location on the school's intranet and MIS. All members of staff who work with groups of students have access to the Healthcare Plans of students in their care.

The school will seek permission from parents/carers 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.

The school will seek permission from the student and parents/carers before sharing any medical information with any other party, such as when a student takes part in a work experience placement.

2. Out of school activities

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

2.1 Trips and Residential Visits

Before any school trip, the trip leader will carefully consider the following: how all students 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.

Parents and carers are sent a residential visit form to be completed and returned to school before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the student's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the student manage their condition while they are away. The residential visit form also details what medication and what dose the student is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the student manage their condition while they are away.

This includes information about medication not normally taken during school hours, giving staff permission to administer medication at night or in the morning if required.

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

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 student's Healthcare Plan.

The school will make every effort to continue the administration of medication to a student whilst on trips away from the school premises, even if additional arrangements might be required. However, there may be occasions when it may not be possible to include a student on a school trip if appropriate supervision cannot be guaranteed.

2.2 Work Experience

Risk assessments are carried out before students start any work experience or off-site educational placement. It is this school's responsibility to ensure that the placement is suitable, including travel to and from the venue for the student. Permission is sought from the student and their parent/carer before any medical information is shared with an employer or other education provider.

3. Administration of medicines in school

The staff and governors of Waldegrave School wish to ensure that students with medication needs receive appropriate care and support at school. The Headteacher will accept responsibility in principle for members of the school staff giving or supervising students taking prescribed medication during the school day where those members of staff have volunteered to do so. In school, this will usually be members of staff in the Key Stage Hubs. Any member of staff who administers medication will have received the relevant training.

Students in Years 7-11 should never carry prescribed or non-prescribed medication with them in school apart from their own emergency medication (inhalers and adrenaline injectors/Epi-Pens.)

3.1 Consent to Administer Medicines

Staff will not give any non-prescribed medicine to a student unless there is specific prior permission from the parents. Parents should complete the form on Administration of Medicines (Paracetamol) if they give consent to paracetamol being administered in school for pain such as headaches, toothache, period pain. This is signed when a student joins the school and covers the period of time a student is in school. If consent is withdrawn the appropriate Key Stage Hub should be notified in writing.

If a student requires regular prescribed or non-prescribed medication at school, Parents and carers are asked to provide written consent on their child's Healthcare Plan giving the student or staff permission to administer medication on a regular/daily basis, if required. Parents and carers of students with a medical condition who may require medication in an emergency are asked to provide consent on the Healthcare Plan for staff to administer medication.

A separate form is sent to parents/carers for students taking short courses of medication.

It is the responsibility of the parent/carer to notify the school in writing if the student's need for medication has ceased.

3.2 Safe Storage of Medication in school

Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).

Each item of medication must be delivered to the appropriate Key Stage Hub, by the parent/carer, **in a secure and labelled container as originally dispensed**. Each item of medication must be clearly labelled with the following information:

- Student's Name
- Name of medication
- Dosage
- Frequency of administration
- Date of dispensing
- Storage requirements (if important)
- Expiry date

It is the parents/carer's responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

Students who require adrenaline injectors/Epi-pens should always carry one at all times, in addition to providing one to be held in the relevant key stage hub. They should ensure that they are both in date.

Students in Years 12 and 13 are expected to manage their own medication responsibly, but can choose to store this with the key stage hub.

Medication stored at school will be kept in a secure place, out of the reach of students. Unless otherwise indicated, all medication to be administered in school will be kept in a locked area. The keys will be held by the Key Stage Hub staff.

Medication is stored in accordance with instructions, paying particular note to temperature. 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.

3.3 Safe Disposal

Medicines, which are in use and in date, should be collected by the parent/carer at the end of each term. Date expired medicines, those no longer required for treatment and any medications not collected by parents will be transferred to a community pharmacist for safe disposal.

The Attendance, Student Support & Medical Services Manager 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.

Sharps boxes are used for the disposal of needles. Parents and carers can obtain sharps boxes from their child's GP or paediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis. If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy or to school or the student's parent/carer. Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

3.4 Prohibitions on medication in school

Staff are not permitted to administer Aspirin or Ibuprofen to any student under 16 years of age, unless it has been prescribed by a Medical Practitioner.

Prescribed medication will not be accepted in school without complete written and signed instructions from the parent. Parents should complete a Consent form for Medication which is available from the Key Stage Hub.

The school will not accept items of medication in unlabelled containers.

3.5 Administration of medication

The school will not make changes to dosages on parental instructions. These must be authorised by the prescribing GP.

Where it is appropriate to do so, students will be encouraged to administer their own medication, if necessary under staff supervision. Parents and carers are all asked on the Healthcare Plan if they and their child's healthcare professional believe the child is able to manage, carry and administer their own emergency medication.

This 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. If a student refuses to have medication administered, this is also recorded and parents/carers are informed as soon as possible.

4. Medical Emergencies

4.1 Training

All staff receive training so that they know what action to take in the event of a medical emergency. This includes knowing:

- How to contact emergency services and what information to give
- Who to contact within the school.
- What the most common serious medical conditions at school are.
- Their duty of care to students in the event of an emergency.

Staff are reminded of procedures and training is refreshed as appropriate.

4.2 Information

Information on what action to take in an emergency for the common serious medical conditions is available to staff on the school intranet, in the Key Stage hubs and displayed in the staff room.

4.3 First Aid

Waldegrave ensures that there is a team of trained first aiders in school. The school ensures that this team all have received relevant training which is kept up to date. The list of first aiders is available on the staff intranet and displayed in the staff room.

4.4 Medical Emergency Common Triggers

Waldegrave is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits. Staff are trained on how to avoid and reduce exposure to common triggers for the medical conditions most likely to affect members of the student body.

4.5 Students in need of hospitalisation

If a student needs to be taken to hospital and a parent/carer is unable to accompany the student, a member of staff will always accompany them and will stay with them until a parent or carer arrives. The school tries to ensure that the staff member will be one the student knows. Staff should not take students to hospital or home alone, nor in their own car in the majority of cases

(see policy [W Transporting Students and Travelling for Work Policy 2024.docx](#))

Waldegrave has Healthcare Plans for students in their care who may need emergency help which details their medical conditions, treatment plans including medication and emergency contact details. The school will ensure timely transfers of the Healthcare Plans to the relevant hospital in the event of an emergency.

4.6 Defibrillators

The school has 4 defibrillators. These are located in the following areas:

KS3 Hub

Sixth Form Reception

Performing Arts Block

Outside the Sports Hall

4.7 Learning from medical emergencies

The school reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to this school's policy and procedures are implemented after each review.

5. Roles and responsibilities

The Governing Body has a responsibility to:

- ensure the health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all students). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips
- ensure health and safety policies and risk assessments are inclusive of the needs of students with medical conditions
- make sure the policy is effectively monitored, evaluated and updated
- provide indemnity for staff who volunteer to administer medication to students with medical conditions.

The 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
- ensure that the policy is fully implemented through appropriate resourcing and delegation to trained personnel
- ensure student confidentiality
- assess the training and development needs of staff and arrange for them to be met.

The Attendance & Medical Services Manager(Y7-11) and The Sixth Form Manager (Y12-13) have a responsibility to:

- implement the policy
- ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place for student Healthcare Plans
- ensure all medication kept in school are stored securely
- check the expiry date of medicines kept at school
- maintain the school medical conditions register
- ensure incidents and accidents are recorded in the accident log book.

The School Nurse has a responsibility to

- help update the school's medical conditions policy
- help provide regular training for school staff in managing the most common medical conditions at school, e.g. asthma, anaphylaxis
- provide information about where the school can access other specialist training.
- Be available to speak to parents/carers
- Assist in planning student Health Care Plans.

First aiders at this school have a responsibility to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school
- when necessary ensure that an ambulance or other professional medical help is called
- ensure that they keep up to date with their training
- record incidents and accidents in the accident log book.

The Head of Year and SENCo with the support of the pastoral team have a responsibility to:

- liaise with parents/carers, the student's healthcare professionals, special educational needs coordinator if a student is falling behind with their work because of their condition
- help update the school's medical conditions policy
- know which students have a medical condition and which have special educational needs because of their condition
- ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure teachers make the necessary arrangements if a student needs special consideration or access arrangements in exams or coursework.

All staff 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
- know which students in their care have a medical condition and be familiar with the content of the student's Healthcare Plan
- allow all students to have immediate access to their emergency medication
- maintain effective communication with parents/carers including informing them if their child has been unwell at school
- ensure students who carry their medication with them have it when they go on a school visit or out of the classroom
- support students who have been unwell to catch up on missed school work
- be aware of students 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 students (students should not be forced to take part in any activity if they feel unwell)
- ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure students have the appropriate medication or food with them during any exercise and are allowed to take it when needed
- be aware that medical conditions can affect a student's learning and provide extra help when students need it.

Students have a responsibility to:

- treat other students with and without a medical condition equally
- tell their parents/carers, staff when they are not feeling well
- let a member of staff know if another student is feeling unwell
- treat all medication with respect
- know how to gain access to their medication in an emergency
- if mature and old enough, know how to take their own medication and to take it when they need it
- ensure a member of staff is called in an emergency situation.

Parents and carers have a responsibility to:

- tell the school if their child has a medical condition and 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, and provide the school with their child's medication and medical devices, including appropriate spare medication, which is within expiry dates and labelled with their child's full name

- inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- inform the school of any changes to their child's condition, including any changes to their medication
- **keep their child at home if they are not well enough to attend school and 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