

Supporting children with medical needs			
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Contact	Grace Kent	Effective date	September 2022

Rationale

The purpose of this policy is to outline the procedures for supporting students with medical needs at Great Oaks. This includes students with both long-term and short-term medical conditions, as well as those who require assistance or guidance in managing their medication programs. Our policy and procedures are designed in accordance with local authority and government guidelines to ensure best practices in the care of students.

At Great Oaks, we have a diverse range of medical needs among our students. In addition to the procedures outlined in this policy, we work closely with NHS multi-disciplinary teams and families to ensure that students receive the appropriate care, support, and continuity in managing their medical needs.

Aims of the Policy

Great Oaks is an inclusive community that aims to support and welcome students with medical conditions.

Great Oaks aims to:

- Ensure students with medical conditions can access and participate in educational, employment, or voluntary opportunities, and are meaningfully engaged in their communities.
- Prioritise the health and safety of students, supporting them to stay healthy and safe while at school.
- Promote independence by helping students live as independently as possible.
- Encourage social inclusion, helping students to build positive relationships and become active participants in their communities.

Staff Responsibilities

At Great Oaks, we ensure that all staff understand their duty of care to students, particularly in the event of a medical emergency. This includes:

- Providing all staff with training on the most common serious medical conditions affecting students.
- Ensuring staff are confident in managing medical emergencies, including knowing what to do and when to seek further assistance.
- Recognising that certain medical conditions are potentially life-threatening and require careful management.
- Understanding the critical importance of students taking medication as prescribed.

Consultation with Key Stakeholders

This policy has been developed in consultation with a wide range of local key stakeholders from both the school and health settings, including:

- Students with medical conditions
- Parents
- School nurse
- Headteacher
- Teachers
- Welfare administrator
- First aid-trained staff
- School transport staff
- All other school staff
- School governors

We recognise the importance of ongoing communication and feedback and are committed to acknowledging input from stakeholders, as well as providing follow-up on suggestions or concerns raised.

Communication and Implementation

To ensure the effective implementation of this policy, we have established clear communication channels for staff, parents, and other key stakeholders. The policy is communicated as follows:

- **Students:**
 - Through the student council
 - Via the school newsletter at multiple intervals throughout the year
 - During Personal, Social, and Health Education (PSHE) classes
 - Through reminders in assemblies (every half term) about the first aiders and emergency procedures
- **Parents:**
 - Included in the school's prospectus with information on how to access the policy
 - Parents at Great Oaks are asked to complete enrolment forms stating any health conditions or health issues which is filled out 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 enrolment forms.

- Communicated at the start of the school year when healthcare plans are put in place and/or update
- Via the school newsletter at various points throughout the year
- Upon enrolment of new students
- Through the school website
- **Staff:**
 - At scheduled medical training sessions
 - Through school-wide communication regarding policy monitoring and evaluation
 - In the staff handbook
 - For supply and temporary staff, information on policy responsibilities will be provided
- **Health Professionals:**
 - Regular communication with the school/community nurse
 - Through updates on policy monitoring and evaluation results

Training and Emergency Procedures

All staff are trained and regularly updated on how to respond in medical emergencies, particularly regarding the most common serious medical conditions affecting students at Great Oaks. This includes:

- Annual training for all staff on medical emergency procedures.
- Specialist medical training is sourced by external providers to ensure that this is completed by a medical professional. Staff at Great Oaks are not medical professionals.
- Displaying action plans for the most common serious medical conditions in the staff room, medical room, and at reception.
- Using Healthcare Plans to ensure that staff, including supply teachers and support staff, are aware of students in their care who may require emergency assistance. The medical welfare officer will support the class teams in reviewing these plans each September.
- In the event of a medical emergency, a copy of the student's Healthcare Plan will be sent with the student to any emergency care setting. If this is not possible, the information will be communicated to the hospital as soon as possible.

General Emergency Procedures

In the event of a general medical emergency, all staff are trained to take the following actions:

- Know how to contact emergency services and what information to provide.
- Understand who to contact within the school in case of an emergency.
- Emergency procedures are prominently displayed in classrooms, the staff room, food preparation areas, and sporting facilities.

- If a student needs to be taken to hospital, a staff member will accompany them and remain with the student until a parent or guardian arrives. The school will ensure that the staff member accompanying the student is known to them, whenever possible.
- Staff are generally advised not to transport students to the hospital in their own cars. If this is necessary, two members of staff will accompany the student.

Emergency Response for Pupils with Medical Conditions

At Great Oaks, all staff are fully aware of the most common serious medical conditions affecting students and are equipped to respond appropriately in the event of an emergency.

Staff Duty of Care

- **Duty of Care:** All staff understand their duty of care to students, particularly in an emergency situation. Under common law, school staff are required to act in a manner similar to that of a prudent parent. This includes taking appropriate action to address medical emergencies, which may involve administering medication or providing first aid.

Training and Preparedness

- **Training:** All staff who work with groups of students at Great Oaks receive training on how to respond in the event of a medical emergency. This training ensures that staff are knowledgeable and confident in managing emergency situations involving students with medical conditions.
- **Emergency Procedures:** Clear and concise action steps for staff to take during a medical emergency involving common serious conditions are displayed in key areas of the school, including:
 - The staff room
 - The medical room
 - Reception

Emergency Care Service Personnel Responsibilities

Emergency care service personnel are responsible for:

- Implementing an agreed system for receiving relevant medical information from the school regarding students' medical conditions, to ensure the delivery of appropriate and effective care.

Healthcare Plans

The parents and healthcare professional for a student with a medical condition are asked to fill out the student's Healthcare Plan together. Parents then return these completed forms to the school who then implement the plan.

- **Healthcare Plans:** Great Oaks uses individual Healthcare Plans to provide essential information about students' medical conditions, including emergency protocols and required interventions. These plans are shared with all relevant staff, including class teachers, support staff, and supply teachers, to ensure they are prepared to assist students in their care.
- **Review and Support:** The Medical Welfare Officer works closely with class teams, particularly at the start of each academic year, to review and ensure understanding of each student's Healthcare Plan. This ensures that staff are fully prepared to respond in an emergency situation.

- **Communication with Emergency Services:** In the event of an emergency, a copy of the student's Healthcare Plan will be sent with the student to the emergency care setting (e.g., hospital). If the student is unable to bring the plan, the relevant information will be communicated to medical professionals as quickly as possible to ensure the student's care needs are met.

By ensuring that all staff are well-trained, informed, and prepared to act in an emergency, Great Oaks is committed to providing a safe and supportive environment for students with medical conditions.

School Healthcare Plan register

Healthcare Plans are used to create a centralised register of students with medical needs. An identified member of staff has responsibility for the register at Great Oaks – Dawn Condon.

The responsible member of staff follows up with the parents any further details on a student's Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

Ongoing communication and review of Healthcare Plans

Parents at Great Oaks 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. Every student with a Healthcare Plan at Great Oaks has their plan discussed and reviewed at least once a year.

Storage and access to Healthcare Plans

Healthcare Plans are kept in a secure central location at school, on Arbor.

Apart from the central copy, specified members of staff securely hold copies of students' Healthcare Plans. These copies are updated at the same time as the central copy. All members of staff who work with groups of students have access to the Healthcare Plans of students in their care. When a member of staff is new to a student 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 students in their care.

Great Oaks ensures that all staff protect student confidentiality.

Great Oaks 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.

Great Oaks seeks permission from the parent before sharing any medical information with any other party, such as when a student takes part in a work experience placement.

Use of Healthcare Plans

Healthcare Plans are used by Great Oaks to:

- Inform the appropriate staff and supply teachers about the individual needs of a student with a medical condition in their care.
- Remind students with 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.
- Ensure that all medication stored at school is within the expiry date.
- Ensure Great Oaks's local emergency care services have a timely and accurate summary of a student's current medical management and healthcare in the event of an emergency.

- This includes spare medication.
- Consent to administer medicines.

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

☒ Accessibility of Emergency Medication

- All students at Great Oaks who require emergency medication will have staff trained and available to provide assistance at all times.
- Emergency medication will be carried by the student or their support team, ensuring it is accessible anytime, anywhere within the school premises or off site.

☒ Student Understanding and Participation

- Each student will be encouraged to understand the purpose and process of administering their emergency medication, adapted to their individual learning needs.
- The level of involvement and awareness will depend on the student’s capacity, with efforts made to promote independence and self-awareness whenever possible.

☒ Administration by Staff

- Staff will administer emergency medication to the student as required, adhering to the specific guidelines provided in the student’s health care plan.
- Staff members will follow all safety protocols and maintain accurate records of any administration of emergency medication, ensuring clear communication with parents and guardians.

☒ Training and Compliance

- Staff members designated to administer emergency medication will undergo relevant training and regular updates to ensure compliance with health and safety regulations.
- The school will work with healthcare providers and parents to regularly review and update medication policies, ensuring that student needs are met promptly and safely.
- At Great Oaks, enteral feeding training is provided by the community children's nursing team. The nursing team delivers the initial training and is responsible for signing off staff as trained. Between the initial training and sign-off, staff must complete three feeding observations, which will be carried out by the Medical Welfare Officer. Staff are not permitted to observe parents during feeding, due to insurance and liability reasons.

General Prescribed Medication and Pain Relief

1. Medication Arrival and Handover

- All medication brought to school must be delivered by the parent, carer, or escort on school transport. It must be handed directly to the Medical Welfare Officer, Dawn Condon, or an authorised staff member in her absence.

2. Documentation Requirements

- Short-term Medication (Less than 2 weeks): Parents/carers must complete a short-term medication form.

- Long-term Medication (More than 2 weeks): A long-term medication form is required.
- Pain relief: Parent/carers must sign a consent form to say that they are in agreement with pain relief being administered at school. Parent/carers are responsible for providing the pain relief.
- All forms must be fully completed to ensure safe administration and tracking of each student's medication needs.

3. Storage and Administration

- Controlled drugs and prescribed medications are securely stored in a locked cupboard within the medical office and West site and a locked cupboard in reception at South site.
- Medications are administered by the named Medical Welfare Officer, Dawn Condon. In her absence, administration is handled by a designated First Aider with training in medication protocols.
- Each student's medication must be clearly labelled with their name, dosage, and prescribed times for administration.
- Administration of medication is documented, and staff must sign to confirm it has been completed. If medication is administered outside the medical room, a second staff member must witness and confirm the administration.
- All staff attending off-site visits will be aware of any students with medical conditions on the visit. They will know the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed. This is always addressed in the risk assessment for off-site activities.
- 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.
- If a student misuses medication, either their own or another student, their parent/carers are informed as soon as possible. The student maybe subject to the school's usual disciplinary procedures.

4. Staff Training and Responsibilities

- All staff involved in administering medication receive comprehensive training to ensure compliance with health and safety regulations.
- All school staff have been informed through training that they are required, under common law duty of care, to act like any prudent parent in an emergency. This may include acting such as administering medication.
- If a student's medication requirements change or is no longer required, parents/carers must immediately inform the school, and the changes will be verified with the student's GP or CAMHS (Child and Adolescent Mental Health Services) as needed.
- Great Oaks is committed to reducing health and safety risks by identifying and managing common triggers that could worsen medical conditions or lead to

emergencies. Staff are trained to recognise and minimise exposure to these triggers, both at school and during out-of-school activities.

5. Student Refusal of Medication

- If a student refuses medication, staff will document the refusal and inform the parent/carer promptly to ensure that appropriate follow-up can occur.

6. Transport and Escort Training

- Transport passenger assistants provided by the Local Authority, receive specific training to support children with medical needs by the LA. They are provided with each child's health care plan for guidance during transport.
- It is the parent's/carer's responsibility to inform transport personnel of any relevant medical needs or changes in a child's health status.

Great Oaks has clear guidance on the storage of medication at school.

Safe storage – emergency medication

- Emergency medication is readily available to students who always require it 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.
- Only trained first aiders have access to the drugs cupboard. LMT to have access to keys to drugs cupboard in an emergency.
- Epi-pens to be always available. These should not be locked in a cupboard in a classroom if the student is on the playground. Supervisory staff responsible for these students must always have easy access to epi-pens. These should be locked in the drugs cupboard overnight as DC monitors the expiry dates.
- First aiders' timetables are clearly displayed in the staffroom, medical room and outside welfare/medical room. First aiders off site indicate this by using the chart outside the welfare room.

Safe storage – non-emergency medication

All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place.

Staff ensure that medication is only accessible to those for whom it is prescribed.

Safe storage – general

- There is an identified member of staff (Dawn Condon) who ensures the correct storage of medication at school.
- All controlled drugs are kept in a locked cupboard and only named staff have access. The identified member of staff checks the expiry dates for all medication stored at school.
- All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the student's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- Medication is stored in accordance with instructions, paying note to temperature. Some medication for students at Great Oaks 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 new and in date medication comes into school. Parents at Great Oaks are asked to collect out-of-date medication. 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.
- Dawn Condon 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.
- Sharps boxes are used for the safe disposal of needles. Parents obtain sharps boxes through their child's GP or paediatrician. At Great Oaks, all sharps boxes are securely stored in a locked cupboard, unless alternative arrangements are made on a case-by-case basis. For off-site or residential visits, a named staff member is responsible for storing and returning the sharps box to school, a pharmacy, or the student's parent. Disposal is arranged through the local authority's environmental services.

Residential Visits and Medical Support

Before a residential visit or overnight trip, parents are asked to complete a residential visit form providing up-to-date information about their child's medical condition and overall health. This form includes details of any medication the student may need during the trip, including medication not typically taken during school hours.

The completed form, along with a copy of the student's Healthcare Plan, is carried by the designated staff member during the visit or any out-of-school activities where medication is required. This ensures that staff have the necessary information to support the student's medical needs while away from school.

Parents of students with medical conditions must also provide consent for staff to administer medication, if needed, during the visit (e.g., in the morning or evening). The form specifies the type and dosage of any medication the student requires, ensuring that staff are fully informed and able to manage the student's condition effectively while on the trip.

Inclusive Environment for Students with Medical Conditions

Great Oaks is committed to ensuring that all students, including those with medical conditions, have full access to the school environment, including physical spaces, social activities, sports, and educational opportunities.

Physical Environment

Great Oaks provides an accessible physical environment for students with medical conditions, including during out-of-school visits. The school consults with students to ensure that the environment meets their needs and may adjust activities or locations as required.

Social Interactions

We ensure that students with medical conditions can fully participate in both structured and unstructured social activities, including break times, after-school clubs, and residential visits. Staff are aware of the potential social challenges these students may face and work proactively to address them, in line with the school's anti-bullying and behaviour policies. PSHE lessons raise awareness and promote a positive social environment.

Exercise and Physical Activity

Great Oaks encourages all students to participate in physical activities, including sports and games. Teachers and coaches make necessary adjustments to ensure activities are accessible to students with medical conditions, while also respecting individual needs. Students are not forced to

participate if they feel unwell, and staff are aware of any special precautions or triggers for students with medical conditions. We ensure that students have access to appropriate medication or food during physical activities.

Education and Learning

Great Oaks ensures that students with medical conditions can fully engage in all areas of the curriculum, with appropriate adjustments and support. Teachers are aware of the impact that a medical condition may have on attendance, concentration, or energy levels and provide tailored support as needed. Medical conditions are incorporated into PSHE lessons, and students are taught about how to respond in the event of a medical emergency, according to their level of understanding.

Responsibilities for Managing Medical Conditions at Great Oaks

Employer Responsibilities

Great Oaks is committed to ensuring the health and safety of employees, students, and all others on the premises or involved in school activities, including off-site visits. The employer must:

- Ensure health and safety policies and risk assessments are inclusive of students with medical conditions.
- Monitor and evaluate the medical conditions policy, ensuring it is regularly updated.
- Communicate the effectiveness of the policy to parents, students, staff, and the local authority.
- Provide indemnity for staff volunteering to administer medication.

Head Teacher Responsibilities

The head teacher is responsible for:

- Ensuring the school's inclusivity and that the medical conditions policy aligns with local and national guidance.
- Coordinating between students, staff, parents, governors, and external health services.
- Ensuring the policy is effectively communicated, implemented, and maintained.
- Managing the accuracy of medical information and maintaining student confidentiality.
- Identifying staff training needs and ensuring these are met.
- Overseeing the maintenance of student Healthcare Plans and the expiration dates of medications.
- Reviewing and updating the policy annually, with input from stakeholders.

Staff Responsibilities

All staff must:

- Be aware of the triggers, signs, and symptoms of common medical conditions and know emergency procedures.
- Understand and follow the medical conditions policy.
- Familiarise themselves with the Healthcare Plans of students in their care.
- Ensure students have immediate access to their medication and communicate with parents about health concerns.

- Support students in maintaining their social and emotional wellbeing, particularly if they are at risk of bullying.
- Ensure students participate in activities with the appropriate medication or food and are not excluded unnecessarily.

Teacher Responsibilities

Teachers are responsible for:

- Supporting students who are unwell with their education.
- Understanding how medical conditions may affect learning and providing extra help when needed.
- Consulting with parents and healthcare professionals if a student is falling behind due to their condition.
- Raising awareness of medical conditions through lessons such as PSHE.

Healthcare Professional Responsibilities

Healthcare professionals are responsible for:

- Complete and update the student's Healthcare Plans provided by parents.
- To provide specialist training to Great Oaks to ensure that we are able to meet student's medical needs.
- Where possible, prescribe medication that can be taken outside of school hours, without compromising the child's best interests.
- Provide a written care or self-management plan for each student, ensuring they and their parents understand how to manage their condition.
- Ensure students are properly educated on how to take their medication effectively.
- Conduct regular reviews of the student's condition and medication.
- Share relevant information and advice with the school about individual students, with the consent of the student and their parents.
- Contribute to the development and review of the school's medical conditions policy.

First Aider Responsibilities

First aiders must:

- Provide immediate care for injuries or illnesses, including those related to medical conditions.
- Call for professional medical assistance if necessary.
- Record treatments in the first aid log, with copies submitted to the local authority.

Local Doctors and Healthcare Professionals

Local doctors and specialists provide support and guidance on managing medical conditions upon requests made by school and contribute to staff training when needed.

Student Responsibilities

Students at Great Oaks are responsible for:

- Treating all peers, whether they have a medical condition or not, equally and with respect.

- Informing a parent, teacher, or staff member when they are not feeling well.
- Reporting if another student is unwell.
- Allowing other students to take their medication when needed, and ensuring staff are notified.
- Knowing how to access their medication in an emergency.
- Calling for a staff member in case of an emergency.

Parent Responsibilities

Parents of students at Great Oaks are responsible for:

- Informing the school if their child has a medical condition.
- Ensuring their child has necessary medication at school.
- Providing an up-to-date Healthcare Plan for their child.
- Notifying the school of any medication required during school hours or on school trips.
- Updating the school about changes in their child's medication, dosage, or medical condition.
- Providing emergency contact information, including home and alternative contacts.
- Ensuring their child's medication and medical devices are properly labelled and within expiry dates.
- Supplying spare medication as needed.
- Keeping their child home if they are unwell.
- Arranging regular medical reviews for their child with a doctor or specialist.
- Ensuring their child has a written care or self-management plan to help manage their condition.

At Great Oaks, everyone involved in the school community understands their role in maintaining an effective medical conditions policy. The school works closely with the governing body, staff, parents, healthcare professionals, and students to ensure the policy is successfully planned, implemented, and maintained.

Local authorities, schools, and governing bodies are responsible for ensuring the health and safety of students in their care. Relevant legislation, such as the Disability Discrimination Act 1995 (DDA), amended by the Special Educational Needs and Disability Act 2001 (SENDA) and 2005, is considered in the development of the medical conditions policy. Further details on legislation affecting this policy can be found in *Managing Medicines in Schools and Early Years Settings*.