Medical Conditions Policy

Learning and caring together,
building a firm foundation for the future.

FOUNDDED 1865

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1. **Policy Statement**

1.1. Holy Trinity Church of England (Voluntary Aided) Primary School is an inclusive community that aims to support and welcome pupils with medical conditions and aims to provide all pupils with all medical conditions the same opportunities as others at school. We will help to ensure they can be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic well-being.

1.2. We ensure that all staff understand their duty of care to children and young people in the event of an emergency and that all staff feel confident in knowing what to do in an emergency.

1.3. Holy Trinity understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood and understands the importance of medication being taken as prescribed.

1.4. All staff understand the common medical conditions that affect children. Staff receive training on the impact medical conditions can have on pupils.

1.5. Holy Trinity is an inclusive community that aims to support and welcome pupils with medical conditions and 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.

1.6. We aim to provide all children with medical conditions the same opportunities as others at school and will help ensure they can:

   - be healthy
   - stay safe
   - enjoy and achieve
   - make a positive contribution
   - achieve economic well-being

1.7. Pupils with medical conditions are encouraged to take control of their condition and pupils feel confident in the support they receive from the school to help them do this.

1.8. Holy Trinity aims to include all pupils with medical conditions in all school activities and parents of pupils with medical conditions feel secure in the care their children receive at this school.

1.9. The school ensures all staff understand their duty of care to children in the event of an emergency and all staff feel confident in knowing what to do in an emergency.

1.10. Holy Trinity understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
1.11. All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact this can have on pupils.

1.12. The medical conditions policy is understood and supported by the whole school and local health community.

1.13. Holy Trinity has consulted on the development of this medical condition policy with a wide-range of key stakeholders within both the school and health settings. These key stakeholders include pupils with medical conditions, parents, the school nurse, head teacher, teachers, special educational needs co-ordinator and school governors.

1.14. The medical conditions policy is supported by a clear communication plan for staff, parents\(^1\) and other key stakeholders to ensure its full implementation.

1.15. Pupils are informed and regularly reminded about the medical conditions policy through the School Council, in the school newsletter at several intervals in the school year, in personal, social, health and citizenship education (PSHCE) classes through school-wide communication about results of the monitoring evaluation of the policy.

1.16. 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.

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

- through Staff Handbook
- at scheduled medical conditions training
- through the key principles of the policy being displayed in several prominent staff areas at the 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.

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

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\(^1\) The term ‘parent’ implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.
- via primary care trust (PCT) links and the school/community nurse
- through communication about results of the monitoring and evaluation of the policy.

1.19. All staff at Holy Trinity are aware of the most common serious medical conditions at this school and 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.

1.20. All staff who work with groups of pupils at this school receive training and know what to do in an emergency for the pupils in their care with medical conditions. Training is refreshed for all staff as required.

1.21. Action for staff to take in an emergency for the common serious conditions at this school is displayed in prominent locations for all staff, including classrooms, kitchens and the staff room.

1.22. Holy Trinity uses Care Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.

1.23. Holy Trinity 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.

1.24. 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. Training is refreshed for all staff at the beginning of the academic year.

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

1.26. 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.

1.27. Generally, staff should not take pupils to hospital in their own car. Holy Trinity has clear guidance from local authority on when (and if) this is appropriate.

1.28. 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.

1.29. Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it.
1.30. 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.

1.31. 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 member of staff at this school.

1.32. Holy Trinity understands the importance of medication being taken as prescribed.

1.33. 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.

1.34. There are several members of staff who are happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to pupils under the age of 16, but only with the written consent of the pupil’s parent.

1.35. Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.

1.36. 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 actions such as administering medication.

1.37. Parents at Holy Trinity 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.

1.38. If a pupil at Holy Trinity refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.

1.39. If a pupil at Holy Trinity needs supervision or access to medication during home to school transport organised by the local authority, properly trained escorts are provided. All drivers and 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.

1.40. 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.
1.41. If a trained member of staff, who is usually responsible for administering medication, is not available, Holy Trinity makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.

1.42. 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.

1.43. 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 requires a controlled drug that needs to be locked up, the keys are readily available and not held personally by members of staff.

1.44. Most pupils at Holy Trinity carry their emergency medication on them at all times and pupils are reminded to carry their emergency medication with them.

1.45. Pupils, whose healthcare professionals and parents advise the school that their child is not yet able or old enough to self manage and carry their own emergency medication, know exactly where to access their emergency medication.

1.46. 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 and staff ensure that medication is only accessible to those for whom it is prescribed.

1.47. There is an identified member of staff who ensures the correct storage of medication at school and all controlled drugs are kept in a cupboard and only staff have access, even if pupils normally administer the medication themselves.

1.48. 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. This includes all medication that pupils carry themselves.

1.49. 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.

1.50. Some medication for pupils at Holy Trinity 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 or lockable as appropriate.

1.51. All medication is sent home with pupils at the end of the school year. Medication is not stored in the summer holidays.

1.52. 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.
2. **Safe disposal**

2.1. Parents at Holy Trinity are asked to collect out-of-date medication.

2.2. A 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.

2.3. Sharps boxes are used for the disposal of needles. Parents may obtain sharps boxes from the 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.

2.4. If a sharps box is needed on an off-site or residential visit, a member of staff is responsible for its safe storage and return to a local pharmacy or to school or the pupil’s parent.

2.5. Collection and disposal of sharps boxes is arranged with the local authority’s environmental services.

2.6. Holy Trinity has clear guidance about record keeping.

3. **Healthcare Plans**

3.1. **Drawing up Healthcare Plans**

Holy Trinity 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 Form 1.

A Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of pupils with a long-term medical condition. This is sent when a diagnosis is first communicated to the school or at the start of the school year.

If a pupil has a short-term medical condition that required medication during school hours, a medication form plus explanation is sent to the pupil’s parents to complete. See Form 2 and Form 3a

The parents, healthcare professionals and pupil with a medical condition, are asked to fill out the pupil’s Healthcare Plan together. Parents then return these completed forms to the school.

Holy Trinity ensures that a relevant member of school staff is also present, if required to help draw up a Healthcare Plan for pupils with complex healthcare or educational needs.
The responsible member of staff follows up with the parents any further details on a pupil’s care plan required or if permission for administration of medication is unclear or incomplete.

3.2. **Ongoing communication and review of Healthcare Plans**

Parents at this school 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.

Staff at this school use opportunity 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.

Every pupil with a care plan at Holy Trinity has their plan discussed and reviewed at least once a year.

3.3. **Storage and access to Healthcare Plans**

Parents at this school are provided with a copy of the pupil’s current agreed Healthcare Plan.

Healthcare Plans are displayed on the staff room notice board.

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

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 care plans of pupils in their care.

Holy Trinity ensures that all staff protect pupil confidentiality.

Holy Trinity 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.

Holy Trinity seeks permission from the pupil and parents before sharing any medical information with any other party.

3.4. **Use of Healthcare Plans**

Healthcare Plans are used by this school to:

- inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care
• remind pupils 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 pupils with medical conditions at school that bring on symptoms and can cause emergencies. Holy Trinity uses this information to help reduce the impact of common triggers
• ensure that all medication stored at school is within the expiry date
• ensure that local emergency care services have a timely and accurate summary of a pupil’s current medical management and healthcare in the event of an emergency
• remind parents of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

4. **Consent to administer medicines**

4.1. 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 used by parents for pupils taking short courses of medication.

4.2. All parents of pupils 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.

4.3. If a pupil requires regular/daily help in administering their medication, eg asthma pumps, then the school outlines the school’s agreement to administer this medication on the pupil’s Healthcare Plan. The school and parents keep a copy of this agreement.

4.4. Parents of pupils with medical conditions at Holy Trinity are all asked at the start of the school year on the Healthcare Plan if they and their child’s healthcare professional believes the child is able to manage, carry and administer their own emergency medication.

5. **Residential visits**

5.1. 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. *See Form 5.*

5.2. 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.
5.3. 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.

5.4. The residential visit form also details what medication and what dose the pupil 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 pupil manage their condition while they are away. See Form 5.

6. Other record keeping

6.1. Holy Trinity 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 Form 3a and Form 3b.

6.2. Holy Trinity holds training on common medical conditions once a year. All staff attending receive a certificate confirming the type of training they have had, eg, Epipen training. A log of the medical condition training is kept by the school and reviewed every 12 months to ensure all new staff receive training.

6.3. All school staff who volunteer 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 Form 4.

6.4. Holy Trinity keeps an up-to-date list of members of staff who have agreed to administer medication and have received relevant training.

6.5. Holy Trinity 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.

7. Physical environment

7.1. Holy Trinity is committed to providing a physical environment that is accessible to pupils with medical conditions.

7.2. Pupils with medical conditions are included in the consultation process to ensure the physical environment at Holy Trinity is accessible.

7.3. Holy Trinity commitment to an accessible physical environment includes out-of-school visits. The school recognises that this sometimes means changing activities or locations.

8. Social interactions
8.1. Holy Trinity 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.

8.2. Holy Trinity 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.

8.3. All staff at Holy Trinity 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 Policy for Positive Behaviour.

8.4. Staff use opportunities such as personal, social, health and citizenship education (PSHCE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

9. Exercise and physical activity

9.1. Holy Trinity understands the importance of all pupils taking part in sports, games and activities.

9.2. Holy Trinity 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.

9.3. Holy Trinity 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.

9.4. 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.

9.5. Holy Trinity ensures all PE teachers, classroom teachers and sports coaches are aware of the potential triggers for pupils’ medical conditions when exercising and how to minimise these triggers.

9.6. Holy Trinity ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.

9.7. Holy Trinity ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

10. Education and learning

10.1. Holy Trinity ensures that all pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments are extra support are provided.
10.2. If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at this school understand that this may be due to their medical condition.

10.3. Teachers at Holy Trinity 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.

10.4. Holy Trinity ensures that lessons about common medical conditions and what to do in the event of a medical emergency are incorporated into PSHCE lessons and other parts of the curriculum.

11. Residential visits

11.1. Risk assessments are carried out by Holy Trinity prior to any out-of-school visits and medical conditions are considered during this process. Factors considered 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.

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

11.3. Holy Trinity 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.

11.4. Holy Trinity is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.

11.5. 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.

11.6. Holy Trinity has a list of common triggers for the common medical conditions at this school. The school has written a trigger reduction schedule and is actively working towards reducing or eliminating these health and safety risks.

11.7. Written information about how to avoid common triggers for medical conditions has been provided to all school staff. See Form 6.
11.8. Holy Trinity uses care 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.

11.9. Full health and safety risk assessments are carried out on all out-of-school activities before they are approved, including residential visits, taking into account the needs of pupils with medical condition.

11.10. Holy Trinity reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to Holy Trinity policy and procedures are implemented after each review.

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

11.12. Holy Trinity works in partnership with all interested and relevant parties including the school’s governing body, staff, parents, employers, community healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully.

11.13. The following roles and responsibilities are used for the medical conditions policy at Holy Trinity. These roles are understood and communicated regularly.

12. **Employer**

Holy Trinity employer 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 pupils). 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 pupils with medical conditions
- Make sure the medical conditions policy is effectively monitored and evaluated and regularly updated
- Report to parents, pupils, school staff and the local authority about the successes and areas for improvement of this school’s medical conditions policy
- Provide indemnity for staff who volunteer to administer medication to pupils with medical conditions.

12.1. **Head Teacher**

Holy Trinity 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, inclusion manager, 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 input from pupils, parents, staff and external stakeholders
• update the policy at least once a year according to review recommendations and recent local and national guidance legislation
• report back to all key stakeholders about implementation of the medical conditions policy.

12.2. All school staff

All staff at Holy Trinity 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 communications with parents including informing them if their child has been unwell at school
• ensure pupils who carry their medication with them have it when they go on a school visit or out of the classroom
• 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.
12.3. Teaching staff

Teachers at Holy Trinity 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 welfare officer if a child is falling behind with their work because of their condition
- use opportunities such as PSHCE and other areas of the curriculum to raise pupil awareness about medical conditions.

12.4. School nurse or school healthcare professional

The school nurse at Holy Trinity 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
- provide information about where the school can access other specialist training.

12.5. First aider

First aiders at Holy Trinity 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.

12.6. Inclusion Manager

The inclusion manager has 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

12.7. Administrative Staff
Administrative staff have the responsibility to:

- help update the school's medical conditions policy
- know which pupil's 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.

12.8. Local doctors and specialist healthcare professionals

Individual doctors and specialist healthcare professionals caring for pupils who attend Holy Trinity, 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 into the school's medical conditions policy.

12.9. 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 into the school's medical conditions policy.

12.10. Pupils

The pupils at Holy Trinity have a responsibility to:

- treat other pupils with and without a medical condition equally
- tell their parents, teachers 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 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

12.11. Parents

The parents of a child at Holy Trinity 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.

Holy Trinity medical conditions policy is reviewed, evaluated and updated every year in line with the school’s policy review timeline.

New Department for Education and Department of Health guidance is actively sought and fed into the review.

In evaluating the policy, Holy Trinity 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
• head teacher
• teachers
• inclusion manager
• first aiders
• all other school staff
• school governors

The views of pupils with various medical conditions are actively sought and considered central to the evaluation process.
13. **Form 1 Holy Trinity CE Primary School HEALTHCARE PLAN**

For pupils with medical conditions at school

1. **Pupil Details**

Name of pupil: …………………………………………………………………………………………………………………

DOB: …………………………………. Class: …………………………………. Male / Female

Member of staff responsible for home-school communication: ………………………………………………………

2. **Contact Information**

Pupil’s address: …………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………

Postcode: …………………………………………..

**Family contact 1**

Name: …………………………………………………………… Relationship with child: …………………………………

Emergency Contact numbers:

Daytime: …………………………………………………

Evening: ………………………………………………..

Mobile: …………………………………………………

**Family contact 2**

Name: …………………………………………………………… Relationship with child: …………………………………

Emergency Contact numbers:

Daytime: …………………………………………………

Evening: ………………………………………………..

Mobile: …………………………………………………

Name of GP: ………………………………………………… Phone: ………………………………………

Name of Specialist: …………………………………………… Phone: ………………………………………
3. Details of pupil’s medical conditions

Signs and symptoms of this pupil’s condition: ...........................................................................................................
...........................................................................................................
...........................................................................................................

Triggers or things that make this pupil’s condition/s worse: ..................................................................................
...........................................................................................................
...........................................................................................................

4. Routine healthcare requirements
(For example, dietary, therapy, nursing needs or before physical activity)

During school hours: ...............................................................................................................................................
...........................................................................................................
...........................................................................................................

Outside school hours: ...............................................................................................................................................
...........................................................................................................
...........................................................................................................

5. What to do in an emergency:
.........................................................................................................................................................
...........................................................................................................
...........................................................................................................
...........................................................................................................
...........................................................................................................

6. Regular medication taken during school hours

Medication 1

Name/type of medication (as described on the container) .....................................................................................

Expiry date: .....................................................................................................................................................

Dose and method: ..........................................................................................................................................

Time(s) to be taken: ..........................................................................................................................................

Are there any contra-indications (signs when medication should not be given) ..................................................

Are there any side effects that the school/setting needs to know about .........................................................

Self administration
Please ✓ as appropriate
☐ Yes
☐ No
☐ Yes with supervision by member of staff
Action to be taken in an emergency: .................................................................

.................................................................

.................................................................

Are there any side effects that the school/setting needs to know about

.................................................................

Medication 2

Name/type of medication (as described on the container)

.................................................................

Expiry date:.................................................................

Dose and method: .................................................................

Time(s) to be taken:

.................................................................

Are there any contra-indications
(signs when medication should not be given)

Self administration

Please ✓ as appropriate

□ Yes

□ No

□ Yes with supervision by member of staff

Action to be taken in an emergency:

.................................................................

.................................................................

.................................................................

7. Emergency medication

(please complete even if it is the same as regular medication)

Name/type of medication (as described on the container)

.................................................................

Describe what signs or symptoms indicate an emergency for this pupil:

.................................................................

Dose and method of administration (how the medication is taken and the amount)

.................................................................

Are there any contraindications (signs when medication should not be given)?

.................................................................

Are there any side effects that the school needs to know about?

.................................................................

Self administration

Please ✓ as appropriate

□ Yes

□ No

□ Yes with supervision by member of staff

Is there any other follow-up care necessary?
Who should be notified?

- Parents
- Specialist
- GP

8. Regular medication taken outside school hours

(for background information and to inform planning for residential trips)

Name/type of medication (as described on the container)

Are there any side effects that the school needs to know about that could affect school activities?

9. Members of staff trained to administer medications for this pupil

Regular medication:

Emergency medication:

10. Specialist education arrangements required

(eg activities to be avoided, special educational needs)

11. Any specialist arrangements required for off-site activities

(please note the school will send parents a separate form prior to each residential visit/off-site activity)

12. Any other information relating to the pupil’s healthcare in school?

Parental agreement

I agree that the medical information contained in this plan may be shared with individuals involved with my child’s care and education (this includes emergency services). I understand that I must notify the school of any changes in writing.

Permission for emergency medication

☐ I agree that my child can be administered their medication by a member of staff in an emergency
□ I agree that my child **cannot** keep their medication with them and the school will make the necessary medication storage arrangements
□ I agree that my child **can** keep their medication with them for use when necessary

Name of medication carried by pupil: ………………………………………………………………………………………………………

Signed: …………………………………………………………………… Date: …………………………………………………………………
Parent/carer
Print name ………………………………………………………………

**Healthcare professional agreement**
I agree that the information is accurate and up to date.

Signed: …………………………………………………………………… Date: …………………………………………………………………

Print name ……………………………………………………………… Job title: …………………………………………………………………

**Head Teacher agreement**
I agree that the above named pupil:
□ will receive the above listed medication at the above listed time (see part 6).
□ will receive the above listed medication in an emergency (see part 7).

This arrangement will continue until either the end date of course of medication or until instructed by the pupil’s parents.

Signed: …………………………………………………………………… Date: …………………………………………………………………

Head Teacher
Dear Parent/Carer

Healthcare Plan

Thank you for informing us of your child's medical condition. The Governors of our school have recently established a new medical conditions policy for use by all staff. As part of this new policy, we are asking all parents of children with a medical condition to help us by completing a school Healthcare Plan for their child/children. Please complete the plan, with the assistance of your child's healthcare professional, and return it to the school. If you would prefer to meet someone from the school to complete the Healthcare Plan or if you have any questions then please contact us on 01474 534746.

Your child’s completed plan will store helpful details about your child’s medical condition, current medication, triggers, individual symptoms and emergency contact numbers. The plan will help school staff to better understand your child’s individual condition.

Please make sure the plan is regularly checked and updated and the school is kept informed about changes to your child’s medical condition or medication. This includes any changes to how much medication they need to take and when they need to take it.

I look forward to receiving your child’s Healthcare Plan.

Thank you for your help.

Yours faithfully

Mrs K O’Brien
Headteacher
15. **Form 3A MEDICATION PERMISSION AND RECORD: INDIVIDUAL PUPIL**

For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to pupils under the age of 16, but only with the written consent of the pupil’s parent.

*Note: Medicines must be in the original container as dispensed by the pharmacy.*

**Pupil Details**

Name of pupil: ………………………………………………..

DOB: …………………………..

Class: ……………………………..

Medical condition/illness: ………………………………………………………………………………………………………..

**Medication**

Name/type of medication *(as described on the container)*: ……………………………………………………………………………………..

Expiry date: ………………………………….

Dose and method: …………………………………………………………

Time(s) to be taken: ……………………………………………………..

Are there any contra-indications (signs when medication should not be given):

………………………………………………..

……………………………………………………………………………………………………………………………………………………………………

Are there any side effects that the school needs to know about:

……………………………………………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………………………………

Self administration *(Please  as appropriate)*

☐ Yes

☐ No

☐ Yes with supervision by member of staff

**Action to be taken in an emergency:**

…………………………………………………………………………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………………………………………………………………………

Please provide any other information that the school needs to be aware of regarding your child’s medical condition and recent health:

…………………………………………………………………………………………………………………………………………………………………………………………

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F1.24
The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine should be stopped. I understand that I must deliver the medication personally to a member of staff.

Signature: .................................................. Print name: .................................................................
( parent/carer)
Date .................................................. Emergency contact No: ................................................
Name of telephone No of GP: ..........................................................
16. **Form 3B RECORD OF MEDICATION: ALL PUPILS**

<table>
<thead>
<tr>
<th>Date</th>
<th>Pupil’s name</th>
<th>Class</th>
<th>Time</th>
<th>Medication</th>
<th>Dose given</th>
<th>Any reactions</th>
<th>Name of staff member</th>
<th>Signature</th>
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17. **Form 4 STAFF TRAINING RECORD: ADMINISTRATION OF MEDICINE**

**Individual's information**

Training provided by: ..........................................................................................................................................................

Type of training received: ..................................................................................................................................................

Trainer job title and profession: ..........................................................................................................................................

Date training completed: ................................................................

<table>
<thead>
<tr>
<th>Name of people attending training:</th>
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*I confirm that the following people have received the training detailed above.*

Trainer's signature: .................................................... Date: ....................................................

*I confirm that the people listed above have received this training.*

Head Teacher's signature: .................................................... Date: ....................................................

Suggested date for update training: ..........................................................
**Form 5 RESIDENTIAL VISITS AND OUT-OF-SCHOOL ACTIVITIES**

For pupils with medical conditions at school

The school will not give your child medication unless you complete and sign this form. Please complete this form for medication that your child will need on the visit no earlier than seven days before the start of the visit. For more than two types of medication repeat page f5.2. This form will be attached to the Healthcare Plan and taken on the visit.

### Pupil Details

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<thead>
<tr>
<th>Name of pupil:</th>
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<th>DOB:</th>
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<tr>
<th>Class:</th>
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<table>
<thead>
<tr>
<th>Medical condition/illness:</th>
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### Medication 1

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<tr>
<th>Name/type of medication (as described on the container):</th>
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<tr>
<th>Expiry date:</th>
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<th>Dose and method:</th>
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<th>Time(s) to be taken:</th>
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<tr>
<th>Are there any contra-indications (signs when medication should not be given):</th>
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<tr>
<th>Are there any side effects that the school/setting needs to know about:</th>
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### Emergency Contact Details

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<th>Name:</th>
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<th>Relationship to pupil:</th>
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<tr>
<th>Emergency contact numbers:</th>
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<th>Daytime:</th>
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<th>Evening:</th>
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<th>Postcode:</th>
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### Visit Details

<table>
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<th>Date(s) of visit:</th>
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<thead>
<tr>
<th>Destination:</th>
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Medication 2

Name/type of medication (as described on the container)

Expiry date:

Dose and method:

Time(s) to be taken:

Are there any contra-indications (signs when medication should not be given)

Are there any side effects that the school/setting needs to know about

Self administration

Please ✅ as appropriate

☐ Yes
☐ No
☐ Yes with supervision by member of staff

Action to be taken in an emergency

Please provide any other information that the school needs to be aware of regarding your child’s medical condition and recent health before the residential visit or out-of-school activity:

Do you consider your child to be well enough to attend the visit: ...

I understand that I must deliver the medication personally to a member of staff

Signature: .................................................. Print name: .................................................(parent/carer)

Date ..........................................................
### For Medical Conditions at School

<table>
<thead>
<tr>
<th>Trigger</th>
<th>Where trigger affects pupils</th>
<th>When trigger affects pupils</th>
<th>Action to take</th>
<th>Person responsible</th>
<th>Date action to be taken</th>
<th>If action is ongoing who is responsible to ensure it continues to happen</th>
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f6.1