



Eggar's School

SUPPORTING STUDENTS WITH MEDICAL CONDITIONS

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Policy Statement

The aim is 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 play a full and active role in school life, remain healthy and achieve their academic potential. The school understands that all students with the same medical condition will not have the same needs, our school will focus on the needs of each individual student.

The school will strive to ensure compliance with relevant legislation and guidance with regard to procedures for supporting students with medical requirements, including managing medicines. This policy meets the requirements under Section 100 of the Pupils and Families Act 2014, which places a duty on Governing bodies to make arrangements for supporting students at their school with medical conditions. It is also based on the Department for Education's statutory guidance: Supporting Pupils at School with Medical Conditions and other relevant legislation.

Some students with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case, the school complies with their duties under that Act. Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care Plan (EHCP) which brings together health and social care needs, as well as their special educational provision.

Individual student plans are drawn up in consultation with a wide range of local key stakeholders within both the school and health settings. Stakeholders include students, parents/guardians/carers, school staff, trustees, and relevant local health specialist services.

The administration of medicines is the overall responsibility of the parents. The Head Teacher is responsible for ensuring students are supported with their medical needs whilst on site, and this may include managing medicines where appropriate, as agreed with parents.

Responsibility for all administration of medicines at the school is held by the Head Teacher who is the Responsible Manager. The Responsible Manager delegates the responsibility, on a day-to-day basis, for supporting staff and students in administration of medicines to the School Business Manager. An Assistant Head Teacher (as outlined in the School's Leadership Roles & Responsibilities document) is the representative for supporting staff and students with mental health & wellbeing. These lead roles have been established to be a first point of contact for staff to support and guide them with the understanding of their duty of care, roles and responsibilities.

The school commits to carry out and periodically review an assessment of First Aid provision by carrying out a First Aid Needs Assessment. This form aids responsible managers to identify, formalise and record what level of First Aid provision is needed in the school.

It is the school policy to ensure that all medical information will be treated confidentially by the responsible manager and staff. All staff have a duty of care to follow and co-operate with the requirements of this policy and other supporting documents established for individual needs.

Aims & Objectives

The school ensures that the support for students with medical conditions and administration of medicines is comprehensive. This includes the physical environment, being healthy, staying safe as well as social, sporting and educational activities. The school is committed making sure the needs of students is adequately considered to ensure involvement and that the physical environment is accessible. The school understands the importance of all students taking part in off site visits activity and is committed to providing equal opportunities to all students, for these activities.

The school will ensure all staff are aware of the potential social problems that students with medical conditions/physical disabilities may experience and use this knowledge, alongside the school's anti bullying policy, to help prevent and deal with any problems. They raise awareness of medical conditions to help promote a positive environment.

Local Healthcare Plan Risk Assessments will be conducted as part of planning processes to take account of any additional controls required for individual student needs.

The school understands that students should not be forced to take part in activities if they are unwell. They should also be aware of students who have been advised to avoid/take special precautions during activity, and the potential triggers for a student's medical condition and how to minimise these.

The school's administration of medicine requirements will be achieved by:

- Establishing principles for safe practice in the management and administration of:
 - prescribed medicines
 - non-prescribed medicines
 - maintenance drugs
 - emergency medicine
- Providing clear guidance to all staff on the administration of medicines
- Providing specific training to relevant staff on students' individual needs
- Ensuring that there are sufficient numbers of appropriately trained staff to manage and administer medicines
- Ensuring that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines
- Ensuring the above provisions are clear and shared with all who may require them
- Ensuring the policy is reviewed periodically or following any significant change which may affect the management or administration of medicines

The school's support with students with medical condition requirements will be achieved by:

- Establishing principles for safe practice in staff management.
- Including all students in all school activities.
- Encouraging students to take control of their condition and having the competence to retain controlled drugs, making sure students feel confident in the support they receive from the school to help them achieve this goal.
- Ensuring all staff understand their duty of care to students in the event of an emergency.
- Ensuring all staff understand how medical conditions impact on a student's ability to learn.
- Ensuring all relevant staff are trained and feel confident in their knowledge of specific conditions
- Ensure all staff feel confident and supported by their line managers and SMHL.
- Ensuring the policy is reviewed periodically or following any significant change which may affect the management of a medical condition

Identifying Medical Conditions and Support Needs

Prior to a student joining the school, medical needs will be identified. Parents / carers will fill in an Admission Form which details all information required (including emergency contact information, medical conditions, current medications) all student details, including medical conditions are then entered onto the school database (SIMS).

Prior to the new academic year, a report of all students transitioning from Primary schools with stated medical conditions is made available for the school.

Where new starters have joined in-year, the school is notified of any stated medical condition via the Admission Form.

The Welfare Officer and/or Special Education Needs Coordinator/Leading Teacher for Inclusion will review all reports of medical conditions of students who will be joining the school and where relevant contact parents/carers to clarify any medical needs prior to them joining.

If necessary, an Individual Health Care Plan (IHCP) or Education, Health and Care Plan (EHCP) will be developed for the student with the SENCo, Head Teacher and associated healthcare professionals. This plan will be sent to the parent/carer and healthcare professional.

Where a student is already on role with the school but is returning to school having been diagnosed with a new/changed medical condition and/or after a long period of absence, then the parent/carer is responsible for notifying the school of the medical condition prior to the student returning to school. The school will, depending on the nature of the illness and the length of absence make provision to ensure that the impact on education and progress is minimised. They will plan and deliver this in conjunction with medical professionals and parents.

Parents/carers of students with pre-existing medical conditions (already notified to the school) are required to notify the school if their student has a medical emergency or if there have been changes to their symptoms, or their medication and treatments change. This information is checked with parents / carers via a SIMS form at the beginning of each academic year and reminders to alert the school of any changes are sent regularly in newsletters.

Class teachers are continually aware of students' learning. If they observe that a student is making less than expected progress, given their age and individual circumstances, they will seek to identify a cause.

If parents have concerns, they can also request that we look more closely at their student's learning. We take all parental concerns / requests seriously and investigate them all.

The SENCo and various staff members are qualified to undertake a range of standardised tests with students. The SENCo and the school's specialist teacher use these assessments to add to and inform a teacher's own understanding of the needs of the student. Refer to the SEND (Special Education Needs and Disability) Policy for more information.

Record Keeping

As part of the school's admissions process and annual data collection exercise parents are asked if their student has any medical conditions. These procedures also cover transitional arrangements between schools. These forms are held on the student's school file and the information transferred to the school's information management system SIMS.

The school may use an Individual student Profile or IHCP to record the support an individual student needs around their medical condition. These plans are developed with the student (where appropriate), parent, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services.

Where a student has health care need but does not have an EHCP, their special educational needs are mentioned in their individual student profile or IHCP.

The school uses a folder on the staff shared drive to store the individual plans, risk assessments, PEEPS and other relevant documents associated with that individual student. There is a centralised register of such plans so that they can be regularly reviewed, at least every year or whenever the student's needs change by relevant staff involved with that student's care. Other school staff are made aware of and have access to the plan for the students in their care. The parents/carers, specialist nurse (where appropriate) and relevant healthcare services are issued with a copy of the plan.

The school makes sure that the student's confidentiality is protected.

The school seeks permission from parents before sharing any medical information with any other party.

The school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff, which is kept in the front office and then archived in the student's personal file.

A Parental Agreement for the School to Administer Medicine consent form must be completed by parents for students who need medication when in school, either long-term for medical conditions or short-term e.g. antibiotics.

Risk Assessments

The aim of a risk assessment is to enable the school to take the measures necessary for the safety and health of students with conditions when they are in the care of the school.

If an Individual Health Care Plan has not been deemed necessary for a student with a particular medical condition, the school may decide to complete a Local Health Care Plan risk assessment for example: -

- If there is a significant chance of triggers to that medical condition being presented at school.
- If the medical condition has potential to be life threatening to the student and or other users of the school.
- If medical equipment used by a student may have harmful effects on themselves or others with improper use and/or storage.
- If the student has had an accident and has limited mobility.
- If the student has had an operation, or a procedure.

Parent/carer will have the opportunity to review and approve the risk assessment. All risk assessments are held on the staff shared drive.

Additionally, a risk assessment will be completed prior to any school visits, holidays and other school activities outside of the normal timetable; this will be undertaken by the trip organiser, reviewed by the Education Visits Coordinator and Head Teacher in accordance with the Evolve/Outdoor Education Service's procedures and guidance.

Personal Emergency Evacuation Plan (PEEP)

If a student has had an accident/operation/limited mobility/specific need, a PEEP will be generated to address evacuation in an emergency. The Welfare Officer will update all staff with this information, via email.

Communication and Training

First Aid trained staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school.

All staff are notified of any student specific medical conditions which may need emergency care and are provided, via email, with a Medical Conditions booklet which outlines the actions required in the event of an emergency. The booklet is refreshed and sent to All Staff termly, by the Welfare Officer.

Where any individual staff needs to receive training to support a student with medical needs, the H&S Lead will ensure that sufficient staff are suitably trained, and cover arrangements are in place in case of staff absence or staff turnover to ensure someone is always available. This will be considered using the First Aid Needs Assessment Form and reviewed regularly.

Training will form part of the overall training plan and refresher training will be scheduled at appropriate intervals by the H&S Lead and reviewed by the Head Teacher and H&S Trustee. Training is recorded using the Training spreadsheet, which is kept updated by the H&S Admin Assistant. A list of First Aid trained staff is displayed on the Health & Safety Notice Board in the Staff Room.

The school will arrange training for specific conditions e.g. asthma, allergies, epilepsy and diabetes for members of staff in key positions, if required.

SIMS contains summary information on any medical conditions staff need to be aware of, this is presented when staff view a student's record. A register of student medical conditions is maintained by the Welfare Officer and made available to staff. This register forms part of the documents required in the emergency grab bag and taken by staff when attending off site activities.

The kitchen staff are notified of any medical conditions they need to be aware of when preparing and serving food via SIMS.

At the start of each academic year a copy of the Students with Medical Needs booklet will be sent to all staff via email. This information is also provided to all new staff on joining (Induction) and to all supply staff on their first day at the school. The Medical Booklet is refreshed and released on identification and definition of any new medical need or support requirement. The Medical Booklet is also sent out to staff at the beginning of each term – September, January and April.

The school understands early CPR (cardiopulmonary resuscitation) and defibrillation can help save lives. The school keeps two defibrillator machines in accordance with The Department for Education's Automated External Defibrillators (AEDs) Guidance for schools. The school provides relevant staff with Defibrillator training, the minimum required is assessed via the First Aid.

Needs Assessment Form. All staff members appointed as First-Aiders will be trained in the use of cardiopulmonary resuscitation (CPR).

Routine Administration

Prescribed medicines

- It is our policy to manage prescribed medicines (eg. antibiotics, inhalers) where appropriate following consultation and agreement with, and written consent from the parents. Where necessary Healthcare Plans are provided for the school to follow, from the student's consultant or other medical professional.

Non-prescribed medicines

- It is our general policy not to take responsibility for the administration of non-prescribed medicines, (eg. paracetamol or cough mixtures provided by the parents) as this responsibility rests with the parents

- Students under 16 years old are never to be administered aspirin or medicines containing Ibuprofen unless prescribed by a doctor
- Responsibility for decision-making about the administration of all non-prescribed medicines will always be at the discretion of the Head Teacher who may decide to administer under certain miscellaneous or exceptional circumstances

Maintenance drugs

- It is our policy to manage the administration of maintenance drugs (eg. Insulin) as appropriate following consultation and agreement with, and written consent from the parents. On such occasions, a health care plan will be written for the student concerned

Non-Routine Administration

Emergency medicine

It is our policy (where appropriate) to manage the administration of emergency medicines such as injections of adrenaline for acute allergic reactions.

In all cases, professional training and guidance from a competent source will be received before commitment to such administration is accepted

Emergency Asthma Inhalers and Epi Pens

Schools may hold asthma inhalers and epi-pens for emergency use. This is entirely voluntary, and the school follows the Department of Health published protocol which provides further information. As a school we have agreed to purchase and keep emergency inhalers and epi-pens. These will only be used for those students who are already prescribed asthma inhalers and epi-pens. They will only be used in an emergency, with written parental consent, and at all times the school will seek to use the student's prescribed inhaler/epi-pen if possible.

Responsibility for decision-making about the administration of all non-prescribed medicines will always be at the discretion of the Head Teacher who may decide to administer under certain miscellaneous or exceptional circumstances, often under instruction from the emergency services.

The emergency salbutamol inhalers will be used in line with the manufacturer's instructions, for the emergency treatment of an asthma attack. The protocol for the use of the school's emergency inhaler is following the Department of Health Guidance on the use of emergency salbutamol inhalers in schools.

The adrenaline auto-injectors will be used in line with the manufacturer's instructions, for the emergency treatment of anaphylaxis. The protocol for the use of adrenaline auto-injectors is following the Department of Health Guidance on the use of adrenaline auto-injectors in schools

The use, storage, care and disposal of the inhaler and spacers will follow this policy.

Written parental consent is sought for the use of the emergency inhaler or epi-pen.

Parents will be informed if their child has used the emergency inhaler or epi-pen.

The school's two members of staff responsible for ensuring this protocol is followed are the Head Teacher and Welfare Officer.

The school will keep both emergency kits together as any food-allergic children also have asthma, and asthma is a common symptom during food-induced anaphylaxis.

The emergency kit for asthma attacks contains:

- a salbutamol metered dose inhaler
- at least two plastic spacers compatible with the inhaler
- instructions on using the inhaler and spacer
- instructions on cleaning and storing the inhaler;
- manufacturer's information
- a checklist of inhalers, identified by their batch number and expiry date, with monthly checks recorded
- a note of the arrangements for replacing the inhaler and spacers
- a list of children permitted to use the emergency inhaler as detailed in their individual healthcare plans
- a record of administration (i.e. when the inhaler has been used).

The emergency anaphylaxis kit contains:

- 1 or more AAI(s).
- Instructions on how to use the device(s).
- Instructions on storage of the AAI (Adrenaline Auto Injectors) device(s).
- Manufacturer's information.
- A checklist of injectors, identified by their batch number and expiry date, with monthly checks recorded.
- A note of the arrangements for replacing the injectors.
- A list of students to whom the AAI can be administered.
- An administration record.

Kits must be checked monthly by a designated member of staff.

Student Retaining Controlled Drugs in School

It is legal for student in school to hold their own controlled drugs, providing they are competent to do so, in accordance with DfE (Department for Education) statutory guidance.

Students will therefore be permitted to hold/carry their own controlled drugs providing all the following three criteria are met:

- A health professional directs or advises that this is required
- The parents advise that the student is competent to hold/carry such controlled drugs
- The school considers that the student is competent to hold/carry such controlled drugs

Where it is determined that these criteria are met, the school will locally implement robust monitoring practices to include:

- Random spot checks as required based on local circumstances at the time

Procedure for Administration

When deciding upon the administration of medicine needs for students we will discuss this with the parents concerned and make reasonable decisions about the level of care required.

Any student required to have medicines will have an Administration of Medicine and Treatment Consent Form completed by the parent and kept on file.

Individual health care plans will be completed for students where required and reviewed periodically in discussion with the parents to ensure their continuous suitability.

For any student receiving medicines, a record of prescribed medicines sheet will be completed each time the medicine is administered and this will be kept on file. Parents will be made notified on collection of their child if medication has been administered. This includes prescribed medication and non-prescribed medication. They will be told the date and time(s) the medicines were administered, the name of the medication and the dosage.

If a student refuses to take medication or expectorates the medication the parents will be

informed the earliest available opportunity. If a student expectorates a medication staff are not permitted to give another dose, they must inform parents at the earliest available opportunity.

Contacting Emergency Services

When a medical condition causes the student to become ill and/or requires emergency administration of medicines, then an ambulance will be summoned at the earliest opportunity.

Emergency Procedure Management

All staff understand and are trained in what to do in an emergency for students with medical conditions.

All students with medical conditions that are complex, long-term or where there is a high risk that emergency intervention will be required will have an individual healthcare plan (IHCP), which explains what help they need in an emergency, or on a day to day basis. Parental permission will be sought and recorded in the IHCP for sharing the IHCP within emergency care settings.

The school makes sure that all staff providing support to a student have received suitable training and ongoing support to ensure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the student's plan. This is often provided by the specialist nurse/ other suitably qualified healthcare professional and/or parent involved in the students care.

All staff are trained in the school's general emergency procedures and receive updates at least yearly. Temporary or Supply Staff are provided with a copy of the School's Medical Needs booklet and are provided with access to Local and Individual Health Care Plans.

If a student needs to attend hospital, a member of staff (preferably known to the student) will stay with them until a parent arrives, or accompany a student taken to hospital by ambulance. Staff will not normally take students to hospital in their own car.

Medical Accommodation

The medical room will be used for medicine administration/treatment purposes. The room will be made available when required.

Storage

The storage of medicines is the overall responsibility of the Head Teacher who will ensure that arrangements are in place to store medicines safely and that staff are aware of this procedure.

The storage of medicines will be undertaken in accordance with legislation and product instructions. Medicines should be stored in the original container in which they were dispensed and clearly labelled with the student's full name. It is the responsibility of the Reception Team to ensure that the received medicine container is clearly labelled with the name of the student, the name and dose of the medicine and the frequency of administration.

It is the responsibility of the parents to provide medicine that is in date, in the correct packaging with the correct paperwork. This should be agreed with the parents at the time of acceptance of on-site administration responsibilities.

A fridge is provided in the Medical Room for the specific storing of medication.

Security of Controlled Drugs in School

Controlled drugs are stored in a box which is kept in a lockable filing cabinet overnight. The key to the cabinet is stored in a locked key press. The key to which is kept in a different locked key press which is accessed via a keypad. The code to the keypad is known by staff who would be expected to access the controlled drugs for administration purposes

Security of Controlled Drugs on School Trips & Off-Site Activities

The member of staff leading the Educational Visit is responsible for the security of any medication required by students.

School Medicines Log

A log of all medicines held at school on behalf of students is maintained by the Welfare Officer. This includes a note of all expiry dates for follow-up. Reminders are entered into the Welfare Officer's calendar to show when medication (such as inhalers and epi-pens go out of date.

Disposal

It is not the School's responsibility to dispose of medicines. It is the responsibility of the parents to ensure that all medicines no longer required including those which have date-expired are returned to a pharmacy for safe disposal.

Parents should collect medicines at the end of school terms.

'Sharps boxes' will always be used for the disposal of needles. Collection and disposal of the boxes will be locally arranged as appropriate.

Unacceptable Practice

School staff should use their discretion and judge each case on its merits with reference to the school's policies and procedures, the students care plan and their training.

The school makes it clear to staff that the below points are not generally acceptable practice:

- To prevent a student from easily accessing their inhalers and medication and administering their medication when and where necessary.
- To assume that every child with the same condition requires the same treatment.
- To ignore the views of the child or their parents/carers; or ignore medical evidence or opinion, (although this may be challenged).
- To send a student with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified.
- If the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable.
- Penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments.
- Prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- Prevent children from participating or create unnecessary barriers to children participating in any aspect of school life.

Handling of Medication Errors

Guidelines in this policy and supporting documentation, training and staff support should prevent medication being administered incorrectly. However, if a medication error occurs then the Head Teacher and H&S Lead must be notified immediately. The parent/carer must also be notified. In some cases, professional advice may be needed from ILL or calling 999 for emergency assistance.

An Accident Report form must be completed, and an Accident Investigation carried out. Following the incident, a review of the circumstances will be handled by the Head Teacher and any risk assessments updated.

Roles and Responsibilities

Each member of the school must know their roles and responsibilities to make sure this policy is effective.

Eggar's School Trustees

The Trustees undertake to make arrangements to support students with medical conditions in school, including making sure that a policy for supporting students with medical conditions in school is developed, implemented and regularly reviewed. They will ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. They will also ensure that any members of school staff who provide support to students with medical conditions are able to access information and other teaching support materials as needed.

Head Teacher

The Head Teacher will ensure that the school's policy and procedures are developed and effectively implemented. This includes ensuring that all staff are aware of this policy and all supporting policies and students care needs are understood. They will ensure that staff understand their role in its implementation and they are supported by regular review meetings, briefings and training.

The Head Teacher will ensure that all relevant staff are aware of a student's condition, by inducting staff/supply staff, weekly briefings, review meetings and providing access to relevant documents.

They will also ensure that enough trained staff are available to implement the policy and deliver against all Individual and Local Health Care Plans, including in contingency and emergency situations. They do this by overseeing delegated staff members and regularly reviewing the First Aid Needs Assessment Form and the Training Matrix, with the Welfare Officer and the Health & Safety (H&S) lead.

The Head Teacher has overall responsibility for the development and review of Individual and Local Health Care Plans. They delegate this duty to the H&S lead, SENCo and Welfare Officer and regularly review its practice.

They will also make sure that school staff are appropriately insured and are aware that they are insured to support students in this way.

They will assist in student referrals in cases where students require additional support.

H&S Lead

The H&S lead will work with the Head Teacher and Trustees as necessary, to support the implementation of appropriate Supporting Students with Medical Conditions and Administration of Medicines Policies and work with the Head Teacher and Welfare Officer to ensure this meets the school's requirements.

The H&S lead will review the First Aid Needs Assessment and Training Matrix annually to make sure that arrangements are in place and school requirements are being met.

Special Educational Needs Coordinator (SENCo)

SENCo will meet the objectives outlined in the SEND policy.

They will work with other key staff members to make sure that a child's needs are identified, and support is defined. Know which students have a medical condition and which have special educational needs because of their condition. Ensure teachers make the necessary arrangements if a student needs special consideration or access arrangements. Ensure appropriate support is provided in classes where this is needed. They communicate with parents and healthcare professionals.

The SENCo supports the school in developing a student's IHCP or EHCP and ensures they are issued to parents/carers.

Senior Mental Health & Wellbeing Lead (SMHL)

Under the direction of the Head Teacher, the SMHL is the designated person to lead school mental health and wellbeing to ensure procedures are in practice and act as a point of contact for staff and students. It is their responsibility to oversee, plan, evaluate and implement the school mental health & wellbeing strategy.

They will undertake a Designated Mental Health Leader course to adequately guide and support them in their role and give them the knowledge and expertise to support staff and students.

H&S Lead

Under the direction of the Head Teacher an on-site H&S Lead with sufficient First Aid training, supported by the Welfare Officer who is trained in Supporting Students with Medical Conditions (General Management), working alongside the SENCo and the SMHL, will manage and coordinate the medical needs of the school. This includes:

- Complete the First Aid needs assessment and review annually, or sooner when required
- Ensure staff are adequately trained to minimum requirements as outlined in the First Aid Needs Assessment
- Delegating the First Aid and medical equipment checks to a designated member of staff
- Responsible for meeting requirements as outlined in the First Aid Policy and Administration of Medicines Policy
- Ensure resources are available
- Ensure specific requirements for medical conditions are met and relevant staff are informed and kept up to date
- Ensure all parents/carers complete the following:
 - Student Admission Form - form completed by parent/carer for every student including all information required (including emergency contact information, medical conditions, etc)
 - Administration of Medicine and Treatment Consent Form - completed by parent/carers for students who need medication when in school, either long-term for medical conditions or short-term e.g. antibiotics
- Ensure management of medication is in accordance with this policy

First Aid Trained Staff

Various staff throughout the school are appointed as First Aiders and are adequately trained to provide First Aid. In addition to this some staff are also trained in the management of more specific medical conditions such as Diabetes, Epilepsy, Anaphylaxis. Staff must achieve the necessary level of competency before they take on responsibility to support children with medical conditions.

School Staff

All school staff know what to do and respond accordingly when they become aware that a student with a medical condition needs help.

Any member of school staff may be asked to provide support to students with medical conditions, although administering medicines is not part of teachers' professional duties, they should consider the needs of students with medical conditions that they teach. School staff receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions.

All staff are made aware of this policy and relevant associated policies.

Educational Visits Coordinator (EVC)

The EVC considers a student's medical needs when planning and risk assessing for off-site activities in accordance with the Evolve/Outdoor Education Service's procedures and guidance.

Other Healthcare Professionals, including GPs and Paediatricians

Other healthcare professionals, normally via parents/carers are relied upon to notify the school when a child has been identified as having a medical condition that will require support at school to ensure a coordinated approach. They may provide advice on developing healthcare plans. Specialist local health teams may be able to provide support in schools for children with particular conditions (e.g. Asthma, Diabetes).

Students

Students with medical conditions will often be best placed to provide information about how their condition affects them. They should be involved in discussions about their medical support needs and comply with their plans.

Other students will often need to be sensitive to the needs of those with medical conditions.

Parents

It is parents' responsibility to ensure that they notify the school regarding any updates to pre-existing conditions or changes of medication for their child. Parents should provide the school with sufficient and up-to-date information about their child's medical needs. In most cases they will be the first to notify the school that their child has a medical condition. Parents are key partners and will be involved in the development and review of their child's plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation e.g. provide medicines and equipment and ensure they or another nominated adult are contactable at all times.