

Nicholas Chamberlaine School is an inclusive community that aims to support and welcome students with medical conditions. Nicholas Chamberlaine School understands that it has a responsibility to make Nicholas Chamberlaine School welcoming and supportive to students with medical conditions who currently attend and to those who may enroll in the future.

Nicholas Chamberlaine School aims to provide all students with 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
- achieve economic well-being.

Students with medical conditions are encouraged to take control of their condition where appropriate. Students feel confident in the support they receive from Nicholas Chamberlaine School to help them do this. Information is voluntarily given via data collection sheets annually and school records are up-dated.

Nicholas Chamberlaine School aims to include all students with medical conditions in all school activities. Parents/Carers of students with medical conditions feel secure in the care their children receive at Nicholas Chamberlaine School.

Nicholas Chamberlaine School understands that certain medical conditions are serious and can be potentially life-threatening, particularly if mis-managed or misunderstood. All staff understand the common medical conditions that affect students at Nicholas Chamberlaine School. Staff receive training on the impact this can have on students.

## Informing stakeholders

The medical conditions policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation

Students are informed and regularly reminded about the medical conditions policy

- through Nicholas Chamberlaine School council representative body
- in Nicholas Chamberlaine School newsletter
- in wide horizons classes
- through school-wide communication

## Emergency situations

All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at Nicholas Chamberlaine School. All staff at Nicholas Chamberlaine School are aware of the most common serious medical conditions at Nicholas Chamberlaine School.

Staff at Nicholas Chamberlaine School understand their duty of care to students 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.

All staff who work with groups of students at Nicholas Chamberlaine School receive training and know what to do in an emergency for the students in their care with medical conditions. 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
- who to contact within Nicholas Chamberlaine School.

Nicholas Chamberlaine School has procedures in place so that a copy of the student's Medical Plan is sent to the care setting with the student. On occasions when this is not possible, the Plan is sent (or the information on it is communicated) to the hospital as soon as possible.

Training is refreshed for all staff as required.

If a student needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. Nicholas Chamberlaine School tries to ensure that the staff member will be one the student knows.

Generally, staff should not take students to hospital in their own car. Nicholas Chamberlaine School has clear guidance from the local authority on when (and if) this is appropriate.

## Administration of medication

Nicholas Chamberlaine School has clear guidance on the administration of medication at school

### Administration – emergency medication

All students at Nicholas Chamberlaine School with medical conditions have easy access to their emergency medication.

All students are encouraged to carry and administer their own emergency medication, when their parents and health specialists determine they are able to start taking responsibility for their condition. All students 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.

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

Students 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.

Emergency inhalers are held on-site for named students.

### Administration – general

All use of medication defined as a controlled drug, even if the student can administer the medication themselves, is done under the supervision of a named member of staff at Nicholas Chamberlaine School.

Nicholas Chamberlaine School understands the importance of medication being taken as prescribed.

All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a student taking medication unless they have been specifically contracted to do so.

There are several members of staff at Nicholas Chamberlaine School who have been specifically contracted to administer medication.

Training is given to all staff members who agree to administer medication to students, where specific training is needed. Training is refreshed as required.

In some circumstances medication is only administered by an adult of the same gender as the student, and preferably witnessed by a second adult.

Parents at Nicholas Chamberlaine School understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify Nicholas Chamberlaine School immediately.

If a student at Nicholas Chamberlaine School refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.

All staff attending off-site visits are aware of any students 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.

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

If a student misuses medication, either their own or another student's, their parents are informed as soon as possible. These students are subject to Nicholas Chamberlaine School's usual disciplinary procedures.

## Storage of medication

Nicholas Chamberlaine School has clear guidance on the storage of medication at school

### Safe storage – emergency medication

Emergency medication is readily available to students who require it at all times during Nicholas Chamberlaine School day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.

Some students at Nicholas Chamberlaine School carry their emergency medication on them at all times. Students keep their own emergency medication securely. Students at Nicholas Chamberlaine School are reminded to carry their emergency medication with them.

Students, whose healthcare professionals and parents advise Nicholas Chamberlaine 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.

### Safe storage – non-emergency medication

All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Students with medical conditions know where their medication is stored and how to access it. Staff ensure that medication is only accessible to those for whom it is prescribed.

## Safe storage – general

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

Three times a year the identified member of staff checks the expiry dates for all medication stored at school.

The identified member of staff, along with the parents of students with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labelled with the student's name, the name and dose of the medication and the frequency of dose. This includes all medication that students carry themselves.

All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the student's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency. Medication is stored in accordance with instructions, paying particular note to temperature.

All medication is sent home with students at the end of Nicholas Chamberlaine School year. Medication is not stored in summer holidays.

## Safe disposal

Parents at Nicholas Chamberlaine School are asked to collect out-of-date medication. If parents do not pick up out-of-date medication, or at the end of Nicholas Chamberlaine School year, medication is taken to a local pharmacy for safe disposal. A named 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.

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

## Record Keeping

Nicholas Chamberlaine School has clear guidance about record keeping.

## Enrolment forms

Parents at Nicholas Chamberlaine School are asked if their child has any health conditions or health issues on the enrolment form, which is filled out at the start of each school year. Parents of new students starting at other times during the year are also asked to provide this information on enrolment forms. This information is supplied on a voluntary basis from parent.

## Medical Plans

Nicholas Chamberlaine School uses a Medical Plan to record important details about individual student's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached if required.

A Medical Plan, accompanied by an explanation of why and how it is used, is sent to all parents of students with a long-term medical condition. This is sent:

- at the start of Nicholas Chamberlaine School year
- at enrolment
- when a diagnosis is first communicated to Nicholas Chamberlaine School.

If a student has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent to the student's parents to complete.

### School Medical Plan register

Medical Plans are used to create a centralised register of students with medical needs. An identified member of staff has responsibility for the register at Nicholas Chamberlaine School.

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

### Ongoing communication and review of Medical plans

Parents at Nicholas Chamberlaine School are regularly reminded to update their child's Medical 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 Nicholas Chamberlaine School use opportunities such as teacher–parent interviews and home–school diaries to check that information held by Nicholas Chamberlaine School on a student's condition is accurate and up to date.

Every student with a Medical Plan at Nicholas Chamberlaine School has their plan discussed and reviewed at least once a year.

### Storage and access to Medical Plans

Parents and students at Nicholas Chamberlaine School are provided with a copy of the student's current agreed Medical Plan. Medical Plans are kept in a secure central location at school.

Apart from the central copy, specified members of staff (agreed by the student and parents) securely hold copies of students' Medical Plans. These copies are updated at the same time as the central copy.

All members of staff who work with groups of students have access to the Medical Plans of students in their care. When a member of staff is new to a student group, for example due to staff absence, Nicholas Chamberlaine School makes sure that they are made aware of (and have access to) the Medical Plans of students in their care.

Nicholas Chamberlaine School ensures that all staff protect student confidentiality.

Nicholas Chamberlaine School seeks permission from parents to allow the Medical 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 Medical Plan.

Nicholas Chamberlaine School seeks permission from the student and parents before sharing any medical information with any other party.

### Use of Medical Plans

Medical Plans are used by Nicholas Chamberlaine School to:

- inform the appropriate staff and supply teachers about the individual needs of a student with a medical condition in their care

- remind students with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times
- identify common or important individual triggers for students with medical conditions at school that bring on symptoms and can cause emergencies.

## Consent to administer medicines

If a student requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent on their child's Medical Plan giving the student or staff permission to administer medication on a regular/daily basis, if required. A separate form is sent to parents for students taking short courses of medication.

All parents of students with a medical condition who may require medication in an emergency are asked to provide consent on the Medical Plan for staff to administer medication.

If a student requires regular/daily help in administering their medication then Nicholas Chamberlaine School outlines Nicholas Chamberlaine School's agreement to administer this medication on the student's Medical Plan. Nicholas Chamberlaine School and parents keep a copy of this agreement.

Parents of students with medical conditions at Nicholas Chamberlaine School are all asked at the start of Nicholas Chamberlaine School year on the Medical Plan if they and their child's healthcare professional believe the child is able to manage, carry and administer their own emergency medication.

## Residential visits

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 student's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the student manage their condition while they are away. This includes information about medication not normally taken during school hours.

All residential visit forms are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. These are accompanied by a copy of the student's Medical Plan where necessary.

All parents of students 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.

The residential visit form also details what medication and what dose the student is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the student manage their condition while they are away.

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

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

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 students with medical conditions.

## Other record keeping

Nicholas Chamberlaine School keeps an accurate record of each occasion an individual student is given or supervised taking medication. Details of the supervising staff member, student, dose, date and time are recorded. If a student refuses to have medication administered, this is also recorded and parents are informed as soon as possible.

All school staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. Nicholas Chamberlaine School keeps a register of staff who have had the relevant training.

Nicholas Chamberlaine School keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

## Our school environment

Nicholas Chamberlaine School ensures that the whole school environment is as inclusive as possible and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities

### Physical environment

Nicholas Chamberlaine School is committed to providing a physical environment that is accessible to students with medical conditions. Students with medical conditions are included in the consultation process to ensure the physical environment at Nicholas Chamberlaine School is accessible.

### Social interactions

Nicholas Chamberlaine School ensures the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.

Nicholas Chamberlaine School ensures the needs of students with medical conditions are adequately considered to ensure they have full access to extended school activities such as breakfast clubs, school productions, after school clubs and residential visits.

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

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

### Exercise and physical activity

Nicholas Chamberlaine School understands the importance of all students taking part in sports, games and activities. Nicholas Chamberlaine School 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 students.

Nicholas Chamberlaine School ensures all classroom teachers, PE teachers and sports coaches understand that students should not be forced to take part in an activity if they feel unwell.

Teachers and sports coaches are aware of students in their care who have been advised to avoid or to take special precautions with particular activities.

Nicholas Chamberlaine School ensures all PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for students' medical conditions when exercising and how to minimise these triggers. Nicholas Chamberlaine School ensures all students have the appropriate medication or food with them during physical activity and that students take them when needed.

Nicholas Chamberlaine School ensures all students with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

## Education and learning

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

If a student is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at Nicholas Chamberlaine School understand that this may be due to their medical condition.

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

Nicholas Chamberlaine School ensures that lessons about common medical conditions are incorporated into Wide Horizon lessons and other parts of the curriculum. Students at Nicholas Chamberlaine School learn about what to do in the event of a medical emergency.

## Reviewing incidents

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

Nicholas Chamberlaine School works in partnership with all interested and relevant parties including Nicholas Chamberlaine School's governing body, all school staff, parents, employers, community healthcare professionals and students to ensure the policy is planned, implemented and maintained successfully.

## Roles and Responsibilities

The following roles and responsibilities are used for the medical conditions policy at Nicholas Chamberlaine School. These roles are understood and communicated regularly.

### Governors

Nicholas Chamberlaine School's Governors has a responsibility to:

- ensure the health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all students). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips
- ensure health and safety policies and risk assessments are inclusive of the needs of students with medical conditions



- make sure the medical conditions policy is effectively monitored and evaluated and regularly updated
- provide indemnity for staff who volunteer to administer medication to students with medical conditions.

## Head

Nicholas Chamberlaine School's Head has a responsibility to:

- ensure Nicholas Chamberlaine 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 students, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, parents, governors, Nicholas Chamberlaine 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 Nicholas Chamberlaine School is accurate and up to date and that there are good information sharing systems in place using students' medical plans
- ensure student 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 Nicholas Chamberlaine School medical conditions register
- review the policy at least once a year, with input from students, parents, staff and external stakeholders
- update the policy at least once a year according to review recommendations and recent local and national guidance and legislation

## All school staff

All staff at Nicholas Chamberlaine School 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 Nicholas Chamberlaine School's medical conditions policy
- know which students in their care have a medical condition and be familiar with the content of the student's Medical plan
- allow all students to have immediate access to their emergency medication
- maintain effective communication with parents including informing them if their child has been unwell at school
- ensure students who carry their medication with them have it when they go on a school visit or out of the classroom
- be aware of students with medical conditions who may be experiencing bullying or need extra social support
- understand the common medical conditions and the impact it can have on students (students should not be forced to take part in any activity if they feel unwell)
- ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure students have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

## Teaching staff

Teachers at Nicholas Chamberlaine School have a responsibility to:

- ensure students who have been unwell catch up on missed school work
- be aware that medical conditions can affect a student's learning and provide extra help when students need it

- liaise with parents, the student's healthcare professionals, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition
- use opportunities such as PSHE and other areas of the curriculum to raise student awareness about medical conditions.

### School nurse or school healthcare professional

Nicholas Chamberlaine School nurse at Nicholas Chamberlaine School has a responsibility to:

- help update Nicholas Chamberlaine 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 Nicholas Chamberlaine School can access other specialist training.

### First aider

First aiders at Nicholas Chamberlaine School have a responsibility to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with Nicholas Chamberlaine School
- when necessary ensure that an ambulance or other professional medical help is called.

### Students

The students at Nicholas Chamberlaine School have a responsibility to:

- tell their parents, teacher or nearest staff member when they are not feeling well
- let any student 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
- ensure a member of staff is called in an emergency situation.

### Parents/Carers

The parents/carers of a child at Nicholas Chamberlaine School have a responsibility to:

- tell Nicholas Chamberlaine School if their child has a medical condition
- ensure Nicholas Chamberlaine School has a complete and up-to-date Medical plan for their child
- inform Nicholas Chamberlaine School about the medication their child requires during school hours
- inform Nicholas Chamberlaine School of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- tell Nicholas Chamberlaine School about any changes to their child's medication, what they take, when, and how much
- inform Nicholas Chamberlaine School of any changes to their child's condition
- ensure their child's medication (and spare medication) and medical devices are labelled with their child's full name and not expired.
- 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.

Nicholas Chamberlaine School's medical condition policy is reviewed, evaluated and updated every year in line with Nicholas Chamberlaine School's policy review timeline.