



**SARACENS**  
HIGH SCHOOL

## POLICY FOR SUPPORTING PUPILS WITH MEDICAL CONDITIONS

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Principal: Dr. M. Stevens

Saracens High School

Corner Mead, NW9 4AS

*The policy framework describes the essential criteria for how a school can meet the needs of children and young people with long-term conditions. It is in line with DfE statutory guidance on Supporting Pupils with Medical Conditions (2014) for governing bodies of maintained schools and proprietors of academies in England*

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/349435/Statutory\\_guidance\\_on\\_supporting\\_pupils\\_at\\_school\\_with\\_medical\\_conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/349435/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf)

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Saracens High School is an inclusive community that supports and welcomes students with medical conditions and aims to provide such students the same opportunities as others at school.

- The Principal is responsible for ensuring this policy is implemented
- The Principal is responsible for ensuring staff receive training
- Saracens Multi-Academy Trust is responsible for ensuring an appropriate level of insurance and liability cover is in place and that any additional resources are provided to meet the medical needs of students
- A copy of this policy is available on the school website

## 1. Inclusion

Saracens High School is committed to providing a physical environment that is as accessible as possible to students with medical conditions (including out-of-school visits) and appropriate adjustments and extra support are put in place to facilitate this.

- We ensure that the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks/lunchtime and before/after school (discos, after school clubs, school productions and day/residential trips, where possible).
- Staff at the 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 the 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 among students and to help create a positive social environment.
- Teachers at this school are aware of the potential for students with medical conditions to have special educational needs or disabilities (SEND). Students with medical conditions who are finding it difficult to keep up with their studies are referred to the SEND coordinator.
- Supply teachers will be briefed, where necessary, about medical conditions of students in their care.
- All reasonable adjustments are made to ensure that all students with medical conditions can participate in as many aspects of school life as possible.

## 2. Implementation

The school ensures staff are aware of the following:

- We have a duty of care to the students and must act like any reasonably prudent parent/carer
- Certain medical conditions are serious and potentially life threatening, particularly if ill-managed or misunderstood
- Medication must be taken as prescribed
- Regular updates are given to staff about common conditions e.g. anaphylaxis and appropriate staff are trained to deal with such conditions
- NHS school nurses will provide additional training to designated staff who work with students who have complex health needs e.g. epilepsy and diabetes (For pupils requiring insulin injections/insulin via pumps or blood glucose monitoring in schools the Paediatric Diabetes Team will provide this level of training and education and will refresh this training regularly)
- Social and emotional consequences can be associated with medical conditions
- Conditions can be broadly categorised as follows:
  - Long term conditions which can be life-threatening and for which emergency medication is required but which may be very well managed and presents a low risk day-to-day (e.g. diabetes, anaphylaxis, epilepsy, asthma)
  - Long term conditions which can be life-threatening and are currently unstable or not well-managed

- Long term conditions which are not immediately life-threatening but which may require periodic absence from school (e.g. Crohn's disease)
- Short term conditions which may require a one-off extended period of absence from school (e.g. an operation)
- Other medical conditions which are not life-threatening but may require regular prescription medication (e.g. ADHD)
- Chronic conditions (e.g. cerebral palsy)

### 3. Communication and Management Of Medical Conditions

- Information regarding medical conditions is sought at the point of entry via our **Pupil Registration Form** (completed during the admission process).
- Parents are asked to check and update their personal/medication condition information annually.
- Parents can update their medical and emergency contact information via the school MIS, Arbor. This system allows convenient, secure and immediate feedback of emergency contact and medical information which will be confirmed by a member of the administration team. Parents who do not have access to the online system can inform the administrative team of any changes in writing and they will update the details on their behalf.
- All administrative staff are routinely involved in administering first aid and medications. They are trained in First Aid and the Administration of Medication in Schools. They are responsible for managing the medical room. The majority of Learning Support Staff are also first aid trained.
- More complex cases will form part of transition arrangements. This responsibility lies with the head of year/SEND coordinator who will draw up a care plan for a student in consultation with relevant health practitioners where the following applies:
  - a. The medical condition is unstable and requires careful monitoring or regular interventions within the school day AND/OR where the medical condition is having a significant impact on their ability to learn effectively/access school AND/OR where the medical condition means school attendance has dropped below 90%.
  - b. Where the medical condition has required an extended period of absence (to support re-integration into school and catch up on work missed). Support from ESTMA (home support) will be sought if the students meets the criteria.
  - c. Where the student has an acute or chronic condition which is considered to be a disability, the head of year/SEND coordinator will draw up a care plan unless an EHCP (Education, Health & Care Plan) is already in place. (see school SEND policy)
  - d. Where an existing condition deteriorates to where the head of year/SEND coordinator feels a care plan would benefit the pupil and school.
- Care plans will be used to:
  - a. Identify the medical condition, its triggers, signs, symptoms and treatments
  - b. Identify how the health condition presents a barrier to learning and what strategies are needed to support the student
  - c. Identify who will provide the support and any training needs
  - d. Clarify arrangements for the storage and administration of medication, emergency procedures and any special arrangements needed
- Administration staff share a list of all medication held in school, a list of all emergency AAI users, procedures for emergencies and a list of current first aiders with staff. First aiders names and photographs are displayed around the building.
- Students who are emergency AAI/inhaler users are instructed to keep possession of their medication at all times. Parents are responsible for the provision of emergency AAIs/inhalers and for ensuring they are up to date. The school advises an additional emergency AAI/inhaler be handed into reception.

- The school have chosen to hold an emergency salbutamol inhaler for use by pupils who have been prescribed an inhaler and for whom parental consent for its use has been obtained. This emergency inhaler would be used if the prescribed inhaler is not available e.g. broken / empty.
- The school have chosen to hold an emergency Adrenaline auto injector (AAI) - Emergency AAI for emergency use on pupils who have been prescribed one and for whom parental consent for its use has been obtained. This emergency AAI would be used where their own device is unavailable or not working.
- In the event of a possible severe allergic reaction in a pupil without a prescribed device / parental consent emergency services (999) would be contacted and advice sought as to whether administration of the emergency AAI is appropriate.

First Aid training includes use of an emergency AAI. Additional specialist training for diabetes is undertaken by at least 6 members of staff. Additional training is also provided for supporting pupils with epilepsy. A first aid training log is maintained with the names of trained staff.

## **4. Management Of Medical Conditions In School**

### **4.1 Children Requiring Hospital Treatment**

The school has procedures in place which involve clear communication between our staff and the care setting so that a medical form is taken to the emergency care setting with the pupil. On occasions when this is not possible, the relevant form is sent (or the information on it is communicated) to the hospital as soon as possible.

If a student needs to be taken to hospital, an ambulance is called and a member of staff will accompany the student and stay with them until a parent/carer arrives.

Saracens High School will try to ensure that the staff member will be one the pupil knows. Reception keeps a record of the staff member who has left the premises, the Medical Log is completed by a member of support staff and key staff are notified.

### **4.2 Administration Of Medication At School**

- Saracens High School understands the importance of medication being taken as prescribed. In the vast majority of cases, students will be able to administer their own prescription medication during the school day. Medicines will only be administered by the school when it is detrimental to the child's health or school attendance not to do so. The school will hold emergency medication where it is appropriate to do so and other medications on medical advice. It may be appropriate in some cases for students to be supervised when taking medication.
- Staff will only administer prescription medication to a student with parental consent. A Parental agreement for Saracens High School to administer medicine form must be completed by parents (see Appendix 1).
- Administrative and Learning Support staff are first aid trained and are responsible for medication held at school. Students are aware of where their medication is held so that they can seek access to them at any time.
- All prescription medication is supplied and stored in their original containers, unless it would be more appropriate to use a drug wallet, which will be agreed as part of the car plan. The designated member of staff, along with the parents/carers of students with medical conditions, ensure all emergency and non-emergency medication brought into school is clearly labelled with the student's name, the name of the medication, prescriber's instructions for administration, dose and frequency and the expiry date of the medication.
- Prescription medication is stored in accordance with the manufacturer's instructions, paying particular note to temperature. All prescription medication is held at reception in a locked filing cabinet in

containing a medical pack for each pupil, organised alphabetically. All first aiders are notified of where the keys are kept to access the cabinet.

- All prescription medication needing to be refrigerated is stored in an airtight container and is clearly labelled. The lockable fridge used for the storage of prescription medication is in the medical room.
- It is the parent/carer's responsibility to ensure that the school is provided with an adequate supply of in-date prescription medication at the start of each term and/or weekly together with the appropriate instructions.
- Designated members of staff ensure the correct storage of prescription medication at school. The identified member of staff checks the expiry dates for all prescription medication stored at school each term (i.e. three times a year).
- All staff are aware that there is no legal or contractual duty for any member of staff to administer prescription medication or supervise a student taking prescription medication unless they have been specifically contracted to do so or unless the situation is an emergency and falls under their regular duty of care arrangements.
- In some circumstances, prescription medication will only be administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult.
- If a student's prescription medication changes or is discontinued, or the dose or administration method changes, parents/carers are responsible for notifying the school immediately. Parents/carers must provide the school with any guidance regarding the administration of medicines and/or treatment from the GP, clinics or hospital and complete a Parental agreement for Saracens High School to administer medicine form.
- If a student refuses their medication, staff will record this. Parents/carers will be informed of this non-compliance as soon as possible.
- If a trained member of staff, who is usually responsible for administering medication, is not available the school makes alternative arrangements to provide the service.
- If a student misuses medication, either their own or another student's, their parents/carers are informed as soon as possible. The school will seek medical advice by ringing 999 or 111 if this situation arises. In such circumstances, students will be subject to the school's usual disciplinary procedures.
- Staff will not administer any non-prescribed or over the counter medication during the course of the normal school day (e.g. paracetamol, ibuprofen) unless they are part of wider care plan for a condition and their use has been prescribed by a medical practitioner. If parents would like their child to have such medication they are able to visit school to administer it during break times only.

## **5. Off-Site Procedures**

- Trip leaders attending off-site visits are made aware of any students on the visit who have medical conditions. They will be notified about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed. Where the visit includes an overnight stay, any prescription medication should be given to members of staff for safe-keeping, other than emergency AAIs, inhalers, or other self-administered medication, such as insulin, which the students must keep with them at all times. If a student attends a trip and is an emergency AAI user, at least one member of staff who is emergency AAI trained will accompany the trip.
- Parental agreement for Saracens High School to administer medicine forms must be completed by parents, and updated by them, as necessary, includes a section about administering regular prescription medication and whether the child is able to do this themselves. If they cannot and the parents require staff to administer them, clear instructions must be provided on the form.
- Staff may consent to supervise the administration of non-prescription medicine on residential school visits if the student is unable to do so on their own. Again, there must be a written parental request to administer the medication and clear guidance given to staff for recurring 'over the counter' medications (e.g. hayfever tablets).

- Risk assessments are carried out by Saracens High School prior to any out of school visit or off-site provision to ensure that the placement is suitable, including travel to and from the venue. Parents/carers of students with medical conditions, requiring additional attention from staff, are requested to return (and keep up to date) Individual Risk assessments. Feedback from these assessments will be considered during this risk assessment process. This may include
  - access to the activities proposed
  - how routine and emergency medications will be stored
  - access to emergency help (i.e. hospital/doctors)
  - any additional medication or equipment required to be considered
  - permission is sought from the student and their parents/carers before any medical information is shared with an employer (work experience) or other education provider.
  - where necessary, parents are required to provide 'Fit to Travel' declarations from their doctor

This school works in partnership with all interested and relevant parties including the school's governing body, school staff, and community healthcare professionals and any relevant emergency practitioners to ensure the policy is planned, implemented and maintained successfully.

This policy should be read in conjunction with:

- The SEND Policy
- The Single Equalities Scheme

## 6. Roles And Responsibilities

**Governing bodies** – must make arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented. They should ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. They should also ensure that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

**Principal** – should ensure that their school's policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. Principals should ensure that all staff who need to know are aware of the child's condition. They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. Principals have overall responsibility for the development of individual healthcare plans. They should also make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way. They should contact the school nursing service in the case of any child who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse.

**School staff** – any member of school staff may be asked to provide support to pupils with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of pupils with medical conditions that they teach. School staff should receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a pupil with a medical condition needs help.

**School nurse** – every school has access to school nursing services. They are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they will do this before the child starts at the school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child’s individual healthcare plan and provide advice and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs - for example, there are good models of local specialist nursing teams offering training to local school staff, hosted by a local school. Community nursing teams will also be a valuable potential resource for a school seeking advice and support in relation to children with a medical condition.

**Other healthcare professionals** - including GPs, paediatricians, nurse specialists/community paediatric nurses – should notify the school nurse and work jointly when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans. Anyone dealing with the medical care of a pupil in school should contact the named school nurse for that school to ensure a coordinated approach.

**Pupils** – with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan. Other pupils will often be sensitive to the needs of those with medical conditions.

**Parents/carers** – should provide the school with sufficient and up-to-date information about their child’s medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents/carers are key partners and should be involved in the development and review of their child’s individual healthcare 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.



## Appendix 1:

# Parental agreement for Saracens High School to administer prescription medicine



The school will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

Name:		Date of Birth	
Year Group:		Learning House:	
Medical condition or illness:			
Date for review:		Initiated by:	
Name/type of medicine: <i>(as described on container)</i>			
Dosage & method:			
Expiry date:		To be taken: (dates)	
Special precautions/other instructions, e.g. before lunch			
Are there any <b>side effects</b> the school needs to know about?			
Procedures in an emergency:			
<b>Self-administration:</b>	Yes	No	Medication to be taken home or left at school each day?
			home      school
<b>Prescription medications must be in the original container as dispensed by the pharmacy.</b>			
<b>Contact Details</b>			
Name:			
Daytime telephone no.:			
Relationship to child:			
Address:			
I understand that I must deliver the medicine personally to:		(Agreed member of staff)	
<p><i>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 the medicine is stopped.</i></p>			

Parent/carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix 2:  
Record of prescription medicine administered**



Record of medicine administered to an individual child			
Name:			
Year, L Group & House:			
Date provided by parent:			
Name & strength of medicine:			
Quantity received:			
Expiry date of medicine:			
Quantity returned:		Date returned:	
Medicine dose :		Frequency:	
Member of staff: <i>signature</i>		Initials:	

Record of medicine administered	
Date:	
Time given:	
Dose given:	
Name of member of staff:	
Initials of member of staff:	

Record of medicine administered	
Date:	
Time given:	
Dose given:	
Name of member of staff:	
Initials of member of staff:	

Record of medicine administered	
Date:	
Time given:	
Dose given:	
Name of member of staff:	
Initials of member of staff:	

<b>Record of medicine administered</b>			
<b>Date:</b>			
<b>Time given:</b>			
<b>Dose given:</b>			
<b>Name of member of staff:</b>			
<b>Initials of member of staff:</b>			

<b>Record of medicine administered</b>			
<b>Date:</b>			
<b>Time given:</b>			
<b>Dose given:</b>			
<b>Name of member of staff:</b>			
<b>Initials of member of staff:</b>			

<b>Record of medicine administered</b>			
<b>Date:</b>			
<b>Time given:</b>			
<b>Dose given:</b>			
<b>Name of member of staff:</b>			
<b>Initials of member of staff:</b>			

<b>Record of medicine administered</b>			
<b>Date:</b>			
<b>Time given:</b>			
<b>Dose given:</b>			
<b>Name of member of staff:</b>			
<b>Initials of member of staff:</b>			

<b>Record of medicine administered</b>			
<b>Date:</b>			
<b>Time given:</b>			
<b>Dose given:</b>			
<b>Name of member of staff:</b>			
<b>Initials of member of staff:</b>			

## **Appendix 3**

### **Catering allergen procedures**

As far as possible meals are made containing few or no allergens. We are a nut free school. Our menus, which detail the allergens contained in each meal, are displayed on our website.

All catering staff are trained in the Food Standard Agency course: Food Allergy and Intolerance Training. Our Head Chef has Level 3 Food Hygiene training, other catering staff have Level 2 Food Hygiene training.

Meals for pupils with allergies are cooked in a separate oven. Plated food for pupils with allergies is kept separately and each dish is wrapped in clingfilm.

Pupils come up to the counter to collect their individually wrapped food or to check that they can eat the meal that their table is eating. Pupils collect their cutlery from the counter to avoid any cross contamination if they cannot eat what is being served at their table. Individual meals are handed out by either the Head Chef or the Sous Chef.

A list of all pupils with allergies is displayed on the wall in the kitchen beside the counter. This has pictures of pupils and their allergies and is only visible to catering staff. The office update this as and when a new pupil starts or when a pupil's allergies change.

Parents are asked to complete a 'Proactive Allergen Management' form for their child(ren) so that the catering team can complete a risk assessment about their allergy.

Should a child suffer an allergic reaction to something they have eaten they will be immediately taken to the medical room (just outside the hall) or the office. At least one first aider is always on duty during the lunch period. All LSAs and office staff in place at the beginning of the year are first aid trained but the office team will normally deal with allergy issues.

Emergency AAIs are held for all pupils for whom they have been prescribed and two spares are kept in the event of an emergency.

Sometimes a pupil will administer their own emergency AAI. If staff decide that they need to administer an emergency AAI they will attempt to call the parents and will call 999 for advice. Any time an emergency AAI is used an ambulance will be called so the pupil can be taken to hospital for review.