



Scarborough
College
MEDICAL CONDITIONS POLICY

This is a whole College policy, including EYFS and the boarding community.

Scarborough College is an inclusive community that aims to support and welcome pupils with medical conditions.

We aim to provide all pupils with all medical conditions the same opportunities as others at school.

We will help to ensure they can:

- Be healthy.
- Stay safe.
- Enjoy and achieve.
- Make positive contribution.
- Achieve economic well-being.

School Medical Conditions Policy

At Scarborough College we understand that we have a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.

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

Parents of pupils with medical conditions feel secure in the care their children receive whilst in school.

The school ensures all staff understands their duty of care to children and young people in the event of an emergency.

This school understands that certain medical conditions are serious and can be potentially life threatening, particularly if mismanaged or misunderstood.

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

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

Parents are informed and regularly reminded about the medical conditions policy:-

- By listing the policy in the school's prospectus and signposting access to the policy.
- Via the school's website, where it is available all year round.

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

At scheduled medical conditions training.

Through the key principles of the policy being displayed in the medical file in the staff common room and the policy is listed in the staff handbook with sign posting to access.

All supply and temporary staff are informed of the policy and their responsibilities.

All staff understands and is trained in what to do in an emergency for the most common serious medical conditions at this school.

All staff at this school are aware of the most common serious medical conditions at this school.

Staff at this school understands their duty of care to pupils in the event of an emergency. In an emergency situation school staff is required under common law duty to act like any reasonably prudent parent.

We use Independent Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.

All staff understand and are trained in the schools general emergency procedures.

All staff knows 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 the school.

If a pupil needs to be taken to hospital, a member of staff will always accompany them and stay with them until a parent arrives. This school tries to ensure that the staff member will be one the pupil knows. If a boarder needs to be taken to hospital outside school hour's duty house staff will contact the on-call senior management team and arrange for the most appropriate member of staff to accompany the pupil.

Administration – Emergency Medication

We have clear guidance on the administration of medication at school. All pupils with medical conditions have easy access to their emergency medication.

All pupils are encouraged to carry and administer their own emergency medication, if they are fraser competent. If they are Prep-School, Pre-School, Holiday Club, or on controlled drugs defined in the Misuse of Drugs Act 1971, they will be stored in the Prep-School office, Pre-School common room and or Medical Centre in the emergency box.

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

Pupils who do not carry and administer their own emergency medication understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their medication safely.

Boarding pupils must ensure they keep their emergency medication safe and secure and carry it with them at all times as required, spare emergency medication can be kept in the duty office if requested by parents/guardians and pupils will have easy access to their medication and all boarding staff will be informed and training provided if required.

Administration – General

All medication defined as a controlled drugs, even if the pupil can administer can themselves, is done under the supervision of a the School Nurse.

We understand the importance of medication being taken as prescribed.

Training is given to all members of staff who agree to administer medication to pupils, where specific training is needed. The schools public liability insurance covers staff to do this.

For medication where no specific training is necessary, any staff may administer medication to pupils, but only with written consent of the pupil's parent.

Parents/guardians understand that if their child's medication changes or is discontinued or the dose or administration method changes that they should notify the school immediately.

If a pupil refuses their medication, staff record this and parents are informed as soon as possible.

All staff attending off-site visits are aware of pupils with medical conditions on the visit. Parents/guardians should provide information about the type of condition, what to do in an emergency and any other additional support necessary, including additional medication or equipment needed.

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

If a pupil misuses medication, either their own or another pupil's their parents/guardians are informed as soon as possible. These pupils are subject to the schools usual disciplinary procedures.

Boarding staff are trained and follow the guidelines set out in the protocol for Administration of Medication Safe Storage – Emergency Medication

We have clear guidance on the storage of medication at school.

Emergency medication is readily available to pupils who require it at all times during the school day or at off- site activities.

Senior School pupils carry their own emergency medication on them at all times. Pupils are encouraged to keep their own emergency medication secure, and to keep a spare which is stored securely in an emergency box in the Medical Centre.

Pupils, who are not Fraser Competent to carry their own emergency medication, know exactly where to access it, and that there is a spare set of medication held in the Junior School common room in an emergency box.

Safe Storage – Non-Emergency Medication

All non-emergency medication is kept in a locked medicine cabinet in the Medical Centre.

Safe Storage – General

The School Nurse ensure the correct storage of medication at school.

All controlled drugs are kept in a locked cupboard and only the School Nurses have access, even if pupils normally administer the medication themselves.

Three times a year the School Nurses check the expiry dates of all medication stored at school and the boarding houses.

The School Nurses along with the parents/guardians of pupils with medical conditions, ensures that all emergency medication brought into school is clearly labelled with the pupils name. This includes all medication that pupils carry themselves.

Some medication for pupils may need to be refrigerated. All refrigerated medication is stored in an upright container and is clearly labelled. The refrigerator used for the storage of medication in the Medical Centre, inaccessible to unsupervised pupils.

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

It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

In the Medical Centre there is a stock of over the counter medicines which can be administered by the School Nurse or medication trained staff if applicable when required by pupils with minor ailments according to agreed protocols. These medications are stored in the Medical Centre in their original containers/packets. The School Nurse issues the boarding houses with stock medications which are recorded on ISAMS. When medications are administered to a boarding pupil this is recorded. All medication kept in the medical centre is recorded on ISAMS..

Safe Disposal

Parents/guardians are asked to collect out-of-date medication.

The School Nurse is responsible for checking dates of medication and arranging for the safe disposal of any that have expired. This is done three times a year and is always documented.

If parents/guardians do not collect medication, at the end of the school year, it will be taken to the local pharmacy for safe disposal.

Sharps boxes are used for the disposal of needles. All sharps boxes are stored in the Medical Centre.

Collection and disposal of sharps boxes is arranged with Professional Washroom Services.

- 5 We have clear guidance about record keeping:-

Confidential Health Questionnaires

Parents/guardians are asked to complete a health questionnaire identifying if their child has any health conditions or health issues. Consent is sought for the sharing of relevant medical and sun cream information, first aid treatment and the administration of medication. The questionnaire is included in the admissions pack when a child enrolls at the school. A health questionnaire is sent to all parents/guardians of new pupils starting at other times during the year. The health questionnaire is kept confidentially in the student School records in the School Office.

School Health Register

On receipt of each pupils health questionnaire pupils with relevant medical conditions are entered on to a health register which is compiled by the School Nurses which is shared electronically to all teaching staff.

The health register will be reviewed termly and when new information is communicated. The School Nurses are responsible for following up with parents/guardians any further details on a pupil's medical condition if information is unclear or incomplete.

Healthcare Plans

We use a healthcare plan for common medical conditions to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the healthcare plan if required.

Healthcare plans, accompanied by an explanation of why and how it is used, are sent to all parents/guardians of pupils with long-term medical conditions.

If a pupil has a short term medical condition that requires medication during school hours it is parents/guardians responsibility to request a permission form, 3A which is available from the Medical Centre or school reception.

Parents/guardians, healthcare professionals and pupils with a medical condition are asked to fill out the pupil's healthcare plan together; parents/guardians then return these completed forms to school.

Every pupil with a healthcare plan has their plan discussed and reviewed once a year or if new information is communicated.

We ensure that all staff protect pupil confidentiality.

Use of Healthcare Plans

Healthcare plans are used to inform the appropriate staff and supply teachers about the individual needs of a pupil with a medication condition in their care.

Consent to Administer Medicines

If a pupil requires regular prescribed or over the counter medication at school, parents/guardians are asked to provide consent on their child's healthcare plan giving the pupil or staff permission to administer medication on a regular/daily basis, if required. A separate form is sent to parents for pupils taking short courses of medication form 3A.

The Medical Centre has a stock of over the counter medicines to be administered by the School Nurse, or medicine trained member of staff when required by pupils with minor ailments according to agreed protocols. They can only be given to pupils if consent has been received from parents/guardians.

School Trips and Visits

Staff are required as part the school trip and visits risk assessment to print out a list of pupils participating. This is taken to the School Nurse where the list is discussed with the teacher and any emergency medications are provided alongside a copy of the individual healthcare plan.

Other Record Keeping

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

All school/boarding staff who volunteer to administer medication are provided with training by a School Nurse. The school keeps a register of staff that have had the relevant training.

We ensure that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment as well as social, sporting and educational activities:-

Physical Environment

We are committed to providing a physical environment that is accessible to pupils with medical conditions.

Social Interactions

We ensure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities including during breaks and before and after school.

We ensure the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as school productions, after school clubs and residential visits.

Exercise and Physical Activity

We understand the importance of all pupils taking part in sports, games and activities.

We ensure all teachers and sport coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.

We ensure all teachers and sports coaches understand that pupils should not be forced to take part in an activity if they feel unwell.

We ensure all teachers and sports coaches are aware of the potential triggers for pupil's medical conditions when exercising and how to minimise these triggers. We ensure all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.

Education and Learning

We ensure that pupils with medical conditions can participate fully in all aspects of the curriculum and ensure that appropriate adjustments and extra support are provided.

All staff are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN co-ordinator who will consult with the pupil, parents and the pupil's health professional to ensure the effect of the pupils condition on their schoolwork is properly considered.

Pupils at this school learn about what to do in an emergency.

Residential Visits

Risk assessments are carried out by this school prior to any out of school visit and medical conditions are considered during the process. Factors considered include: how all pupils will be able to access the activity proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.

We are aware of the common triggers that can make medical conditions worse or can bring on an emergency. We are actively working towards reducing or eliminating these health and safety risks.

School staff have been given training on medical conditions. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions.

We have healthcare plans to identify individual pupils who are sensitive to particular triggers. If required the school will adopt an action plan to ensure these individual pupils remain safe during lessons and activities throughout the school day.

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

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

We work in partnership with all interested and relevant parties including the schools governing body, all school staff, parents/guardians, community health professionals and pupils to ensure the policy is planned, implemented and maintained successfully.

Head Teacher

The head teacher has a responsibility to:

- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks.
- Liaise between interested parties including pupils, School Nurse, school staff, special educational needs coordinators, pastoral/boarding support, parents/guardians, teaching assistants, governors, the health service and school doctor.
- Ensure the policy is put into action, with good communication of the policy to all.
- Ensure information held by the school is accurate and up to date and that there are good information sharing systems in place using pupil's healthcare plans.
- Ensure pupil confidentiality.
- Assess the training and development needs of staff and arrange for them to be met.
- Ensure all supply teachers and new staff knows the medical conditions policy and other relevant policies.

- Update the policy at least once a year according to review recommendations and recent local and national guidance and legislation.

School Nurse

The School Nurse has a responsibility to:

- Help update the schools medical conditions policy.
- Liaise with pupils, parents/guardians and health professionals to ensure healthcare plans are in place in school and information is shared with all relevant staff.
- Ensure a health register is compiled at the start of the school year, regularly reviewed and copies are held in relevant areas.
- Check the expiry dates of medicines kept in school.
- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school.
- When necessary ensure that an ambulance is called.
- Maintain effective communication with parents/guardians including informing them if their child has been unwell at school.
- Provide regular training for school staff in managing the most common medical conditions at school.

- Access and organise specialist training for school staff as appropriate.
- Ensure pupil confidentiality.in line with the confidentiality policy
- Liaise with the parents/guardians and pupil's healthcare professionals if a child is having difficulty managing their condition in school.
- Ensure the health needs of all boarding pupils are met.

All School Staff

All staff at Scarborough College has a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.
- Understand the schools medical policy and other related policies.
- Know which pupils in their care have a medical condition and be familiar with the content of the pupil's healthcare plan.
- Allow all pupils to have immediate access to their emergency medication.
- Maintain effective communication with parents/guardians including informing them if their child has been unwell at school if the School Nurse is not available.
- Ensure pupils who carry their medication with them have it when they go on a school trip or out of the classroom.
- Understand the common medical conditions and the impact it can have on pupils (pupils should not be forced to take part in any activity if they feel unwell).
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.

Teaching Staff

Teaching staff at Scarborough College have a responsibility to:

- Ensure pupils who have been unwell catch up on missed school work.
- Be aware that medical conditions can affect a pupils learning and provide extra help when pupils need it.
- Liaise with parents/guardians, the School Nurse, SEN coordinator, and pastoral team if a child is falling behind with their work because of their condition.

First Aider

First aiders at Scarborough College have a responsibility to:

- Give immediate help to casualties with common injuries or illness and those arising from specific hazards within the school.
- When necessary ensure that an ambulance is called or the School Nurse is called to provide medical help.

Special Educational Needs Co-ordinator

SENCO at Scarborough College has a responsibility to:

- Help update the schools medical condition policy.
- Know which children have a medical condition and which have special educational needs because of their condition.
- Ensure teachers make the necessary arrangements if a pupil needs special consideration in exams or course work.

Pastoral Head

Pastoral Head at Scarborough College has a responsibility to:

- Help update the schools medical conditions policy.
- Know which pupils have a medical condition and which have special educational needs because of their condition.
- Promote, maintain and address the health and well-being needs of all boarding pupil's.
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.
- Ensure the health and emotional well-being of boarders is met.

Pupils

The pupils at Scarborough College have a responsibility to:

- Treat other pupils with and without a medical condition equally.
- Tell their parents/guardians, teacher, School Nurse or nearest staff member when they are not feeling well.
- Let another member of staff know if another pupil is feeling unwell.
- Treat all medication with respect.
- Know how to gain access to their medication in an emergency.
- If fraser competent know how to take their own medication and to take it when they need it.
- Ensure a member of staff is called in an emergency.

Parents/guardians

Parents/guardians of a child at Scarborough College have a responsibility to:-

- Tell the school if their child has a medical condition.
- Complete and return the health questionnaire on enrolment to the School Nurse ensuring information is up to date and accurate.
- Ensure the school has a complete and up to date health care plan for their child if required.
- Inform the school about the medication their child requires during school hours.
- Inform the school of any medication their child requires while taking part in trips and visits and other out of school activities.
- Tell the school about any changes to their child's medication, what they take, when and how much.
- Inform the school of any changes to their child's condition.
- Ensure their child's medication and medical devices are labelled with their child's full name.
- Provide the school with appropriate spare medication and it is labelled.
- Ensure that their child's medication is within expiry dates.
- Keep their child at home if they are not well enough to attended school.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.

Vomiting and/or Diarrhoea

If a pupil has vomiting and/or diarrhoea they must stay off school for 48 hours. Encourage regular fluids to avoid dehydration to replace lost fluid during diarrhoea and/or vomiting. Refer to the doctors at Central Healthcare or NHS 111 urgent if the pupil has any of the following:

- Dehydration (signs in children include no passing of urine, a dry mouth , unresponsiveness, sunken eyes, irritability and confusion).
- Blood in your stools.
- Vomiting that continues for more than 48 hours. .
- Diarrhoea that does not clear up after five days, or
- An infection that was caught while travelling abroad.

The medical conditions policy is regular reviewed, evaluated and updated. Updates are produced every year.

New Department for Children, Families and Schools and Department of Health guidance is actively sought and fed into the review.

In evaluating the policy, we seek feedback on the effectiveness and acceptability of the medical conditions policy with a wide-range of key stakeholders within the school and health settings.

Acknowledgments

Supporting pupils at school with medical conditions.

Policy Last Reviewed – September 2018