Lambourn C of E

Primary School

Medicines in School Policy

(Previously known as "Supporting Pupils with Medical Conditions Policy")

Date of approval: March 2024
Approved by: M. Cupit Principal
Review date: March 2025 March 2026 March 2027

Policy Framework

These points provide the essential framework for Lambourn's medical conditions policy.

1. Lambourn is an inclusive community that aims to support and welcome students with medical conditions.
2. Lambourn's medical conditions policy is drawn up in consultation with a wide range of local key stakeholders within both Lambourn and health settings.
3. The medical conditions policy is supported by a clear communication plan for staff, parents/carers[1] and other key stakeholders to ensure its full implementation.
4. Designated staff understand and are trained in what to do in an emergency for the most common serious medical conditions at Lambourn.
5. All staff understand and are trained in Lambourn's general emergency procedures.
6. Lambourn has clear guidance on supervising the administration of medication at school, the storage of medication at school, and has clear guidance about record keeping.
7. Lambourn ensures that the whole school environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.
8. Lambourn is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. Lambourn is actively working towards reducing or eliminating these health and safety risks.
9. Each member of Lambourn knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.
10. The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year.

1. Aims

This policy aims to ensure that:

• Pupils, staff and parents/carers understand how our school will support pupils with medical conditions

• Pupils with medical conditions are properly supported to allow them to access the same education as other pupils, including school trips and sporting activities

The governing board will implement this policy by:

• Making sure sufficient staff are suitably trained

• Making staff aware of pupils' conditions, where appropriate

• Making sure there are cover arrangements to ensure someone is always available to support pupils with medical conditions
• Providing supply teachers with appropriate information about the policy and relevant pupils

• Developing and monitoring individual healthcare plans (IHPs) The person with responsibility for implementing this policy is the Principal.

2. Legislation and statutory responsibilities

This policy meets the requirements under Section 100 of the Children and Families Act 2014, which places a duty on governing boards to make arrangements for supporting pupils at their school with medical conditions Children and Families Act 2014. It is also based on the Department for Education (DfE)'s statutory guidance on supporting pupils with medical conditions at school Supporting pupils with medical conditions at school - GOV.UK

[1] Please take any further reference to the term "Parents" to mean "Parents/Carers" throughout the Policy Document.

Policy guidelines

1. Lambourn is an inclusive community that aims to support and welcome students with medical conditions.

- Lambourn understands that it has a responsibility to welcome and support students with medical conditions who currently attend and to those who may enrol in the future.
- Lambourn 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. Students feel confident in the support they receive from Lambourn to help them do this.
- Lambourn aims to include all students with medical conditions in all school activities.
- Parents of students with medical conditions feel secure in the care their children receive at Lambourn.
- Lambourn ensures all staff understand their duty of care to students in the event of an emergency.
- All staff feel confident in knowing what to do in an emergency.
- Lambourn understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
- All staff understand the common medical conditions that affect students at Lambourn. Staff receive training on the impact this can have on students.
- The medical conditions policy is understood and supported by the whole school and local health community.

2. Lambourn's medical conditions policy has been drawn up in consultation with a wide range of local key stakeholders.

Lambourn has consulted on the development of this medical condition policy with a wide- range of key stakeholders within both Lambourn and health settings. These key stakeholders include:

- School Health Nurse (NHS).
- Principal.
- Teachers.
- Special Educational Needs & Disabilities Coordinator.

- Members of staff trained in first aid.
- School Governors (Academy Committee).
- Lambourn recognises the importance of providing feedback to those involved in the development process and is committed to acknowledging input and providing follow-up to suggestions put forward.

3. The medical conditions policy is supported by a clear communication plan for staff, parents[1] and other key stakeholders to ensure its full implementation.

Students are informed and regularly reminded about the medical conditions policy:

- In the school newsletter at several intervals in the school year.
- In personal, social and health education (PSHE) classes and through school-wide communication about results of the monitoring and evaluation of the policy.

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

- Via Lambourn's website, where it is available all year round.

Lambourn's staff are informed and regularly reminded about the medical conditions policy:

- At scheduled medical conditions training and in staff meetings.

Relevant local health staff are informed and regularly reminded about the Lambourn's medical conditions policy:

- Via links with the School Health Nurse (NHS).

4. All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at Lambourn.

- All staff are aware of the most common serious medical conditions at Lambourn.
- Staff at Lambourn understand their duty of care to students in the event of an emergency. In an emergency Lambourn's staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.
- Designated staff who work with groups of students at Lambourn receive training and know what to do in an emergency for the students in their care with medical conditions.
- Training is refreshed for all designated staff at least once a year and compliant with DfE guidance. Supporting pupils at school with medical conditions
- Staff (including supply teachers and support staff) are made aware of how to access Healthcare Plans to inform them of pupils in their care who may need emergency help.
- Lambourn has procedures in place so that a copy of the student's Healthcare Plan is sent to the emergency care setting with the student. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible.
- Lambourn has arrangements to ensure the timely transfer of Healthcare Plans to the hospital in the event of an emergency.

5. All staff understand and are trained in the Lambourn's general emergency procedures.

- 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 Lambourn.
  - How to access Emergency Medication.

- Training is refreshed for all designated staff at least once a year and compliant with DfE guidance. Supporting pupils at school with medical conditions

- Generally, staff should not take students to hospital in their own car. Lambourn has clear guidance from Excalibur Academies Trust and the Local Authority on when (and if) this is appropriate.

6. Lambourn has clear guidance on the administration of medication at school.

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

Administration – general

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

- Lambourn 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.

- Many members of staff are happy to take on the voluntary role of supervising administration of medication. For medication where no specific training is necessary, any member of staff may supervise pupils administering their prescribed medication for students under the age of 16, but only with the written consent of the student's parent.

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

- All Lambourn staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency. This may include taking action, such as administering medication.

- 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 Lambourn 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 in writing.

- If a student at Lambourn 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 Lambourn 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 Lambourn's usual disciplinary procedures.

7. Lambourn has clear guidance on the storage of medication.

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

- 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

- All controlled drugs are kept in a locked cupboard and only named staff have access, even if students normally administer the medication themselves.

- It is the responsibility of parents to ensure their child's medication is always in date. In addition to this, once a year the identified member of staff checks the expiry dates for all medication stored at Lambourn.

- The identified member of staff, along with the parents of students with medical conditions, ensures that all emergency and non-emergency medication brought into Lambourn is clearly labelled with the student's name, the name and dose of the medication and the frequency of dose.

- All medication must be supplied and stored in its original packaging and containers as supplied by the dispensing pharmacist. All medication is labelled with the pharmacist's label showing the student's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.

- Any changes in dosage instructions must be in writing from the parents before this is implemented by Lambourn.

- Medication is stored in accordance with instructions, paying particular note to temperature.

- Some medication for students at Lambourn may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled.

- All medication is sent home with students at the end of the school year. Medication is not stored over the summer holidays.

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

Pain Relief (See DfE Supporting pupils with medical conditions in schools 2015 Section 21 Page 20)
Sometimes pupils may ask for pain relief (analgesics) at school e.g. paracetamol. Generally, school staff should not give non-prescribed medication to pupils. This is because they may not know whether the pupil has taken a previous dose or

whether the medication may interact with other medication being taken.

If a child suffers from pain regularly, the parents/carers should be encouraged to seek medical advice.

As with any medication, records must be kept of when pain relief has been administered and of the following checks made.

- Names the analgesic.
- States the dose to be given.
- Gives the circumstances in which it may be given.
- Includes checking when previous doses have been taken / given.
- Includes obtaining parental permission, verbal or written consent.
- Adheres to the manufacturer's instructions and warnings which accompany.
- The product to be used.
- Includes a procedure for informing parents/carers when medication has been given.

Consideration should be given to the choice of analgesia. A child under 16 should never be given aspirin unless prescribed.

Safe disposal

- Parents or students at Lambourn are asked to collect out-of-date medication.
- If parents do not pick up out-of-date medication, or at the end of the 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.
- 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 can be arranged with the local authority's environmental services.

Lambourn has clear guidance about record keeping Enrolment forms

- Parents at Lambourn are asked if their child has any health conditions or health issues on the enrolment form. It is the parents' responsibility to update the school and update any changes via the MIS system. Parents of new students starting at other times during the year are also asked to provide this information on enrolment forms.

Individual Health Care Plans (IHCP)

Healthcare Plans for rescue medication, AAI for anaphylaxis or Buccal Midazolam for Epilepsy are created by School Health Nurse Service. Students identified by the enrolment forms as having other medical conditions will be requested to complete an IHCP.

- Lambourn uses a Healthcare Plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments.
- 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.

- The parents, healthcare professional and student with a medical condition, are asked to fill out the student's Healthcare Plan together. Parents then return these completed forms to Lambourn.

- Lambourn ensures that a relevant member of school staff is also present, if required to help draw up a Healthcare Plan for students with complex healthcare or educational needs.
- Once the documentation has been completed this will be stored within the MIS system, within the Linked Documents available for staff to view. Paper copies of all documentation are stored in the school office and within class medical files.

School Healthcare Plan register

- Healthcare Plans are used to create a centralised register of students with medical needs. An identified member of staff has responsibility for the register at Lambourn.

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

Ongoing communication and review of Healthcare Plans

- Every student with a Healthcare Plan at Lambourn has their plan discussed and reviewed at least once a year by the School Health Nurse or Academy First Aider.

- It is the parents' responsibility to notify Lambourn of any changes in condition or alterations required to the IHCP.

Storage and access to Healthcare Plans

- Parents and students at Lambourn are provided with a copy of the student's current agreed Healthcare Plan.

- Healthcare Plans are kept in a secure central location at Lambourn.

- Apart from the central copy, specified members of staff (agreed by the student and parents) securely hold copies of students' Healthcare 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 Healthcare Plans of students in their care.

- When a member of staff is new to a student group, for example due to staff absence, Lambourn makes sure that they are made aware of (and have access to) the Healthcare Plans of students in their care.

- Lambourn ensures that all staff protect student confidentiality.

- Lambourn seeks permission from the student and parents before sharing any medical information with any other party.

Use of Healthcare Plans

Healthcare Plans are used by Lambourn to:

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

- Identify common or important individual triggers for students with medical conditions at school that bring on

symptoms and can cause emergencies.

- Lambourn uses this information to help reduce the risk of common triggers.
- Ensure that all medication stored at Lambourn is within the expiry date.
- Ensure Lambourn's local emergency care services have a timely and accurate summary of a student's current medical management and healthcare in the event of an emergency.

Consent to administer medicines

- If a student requires regularly prescribed medication at Lambourn, parents are asked to complete the Parental Consent to Administer Medication Form.
- If a student requires regular/daily help in administering their medication, then Lambourn outlines the school's agreement to administer this medication on the student's Parental Consent to Administer Medication Form.

Residential visits

- Parents are sent a residential visit form to be completed and returned to Lambourn shortly before their child leaves for an overnight 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 Healthcare Plan.
- 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.

Other record keeping

- Lambourn 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 Lambourn's staff who are contracted to administer rescue medication are provided with training by a healthcare professional. Lambourn keeps a register of staff who have had the relevant training.
- Lambourn keeps an up-to-date list of members of staff who have agreed to administer rescue medication and have received the relevant training.

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

Physical environment

- Lambourn is committed to providing a physical environment that is accessible to students with medical conditions.
- Lambourn is committed to providing an accessible physical environment includes out-of-school visits.

Lambourn recognises that this sometimes means changing activities or locations.

Social interactions

- Lambourn 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.
- Ensures the needs of students with medical conditions are adequately considered to ensure they have full access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits.
- Staff 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 Lambourn's anti-bullying and behaviour policies.
- Staff use opportunities such as PSHE and Collective Worship to raise awareness of medical conditions amongst students and to help create a positive social environment.

Exercise and physical activity

- Lambourn ensures all staff understand the importance of all students taking part in sports, games and activities.
- 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.
- 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.
- All 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.
- All PE teachers, classroom teachers and sports coaches are aware of the potential triggers for students' medical conditions when exercising and how to minimise these triggers.
- All students have the appropriate medication or food with them during physical activity and that students take them when needed.
- All students with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Education and learning

- Lambourn 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 Lambourn understand that this may be due to their medical condition.
- Teachers at Lambourn are aware of the potential for students with medical conditions to have special educational needs (SEND). Students with medical conditions who are finding it difficult to keep up with their studies are referred to the SENDCO.
- Lambourn's SENDCO 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.
- Lambourn ensures that lessons about common medical conditions are incorporated into all parts of the curriculum.

- Students at Lambourn learn about what to do in the event of a medical emergency.

Residential visits

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

- Factors Lambourn considers include how all students will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.

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

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

- Lambourn's staff have been given training on medical conditions. This training includes information on how to avoid and reduce exposure to common triggers for common medical conditions.

- Lambourn uses Healthcare Plans to identify individual students who are sensitive to particular triggers.

- Full health and safety risk assessments are carried out on all out-of-school activities before they are approved, taking into account the needs of students with medical conditions.

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

Each member of Lambourn's community knows their roles and responsibilities in maintaining an effective medical conditions policy.

- Lambourn works in partnership with all interested and relevant parties including the school's Academy Committee, all Lambourn's staff, parents, employers, community healthcare professionals and students to ensure the policy is planned, implemented and maintained successfully.

- The following roles and responsibilities are used for the medical conditions policy at Lambourn. These roles are understood and communicated regularly.

Employer:

Lambourn staff employer has a responsibility to:

- Ensure the health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all 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 teacher

Lambourn's Head Teacher or Principal has a responsibility to:

- Ensure Lambourn 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, Lambourn staff, special educational needs coordinators, teaching assistants, the First Aiders, governors, the school health service.
- 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 Lambourn is accurate and up to date and that there are good information sharing systems in place using students' Healthcare 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 Lambourn and maintain the Lambourn's medical conditions register.
- Monitor and 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 Lambourn's staff

All staff at Lambourn 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 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 Healthcare 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 Lambourn have a responsibility to:

- Ensure students who have been unwell catch up on missed schoolwork.

- 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 if a child is falling behind with their work because of their condition.

School Health Nurse (NHS)

The School's Health Nurse (NHS) has a responsibility to:

- Help provide regular training for Lambourn's staff in managing identification and administration of rescue medication.

- To be responsible for the student rescue medication Health Care Plans ensuring they are evaluated and updated annually.

- To liaise with parents and notify the school of any changes at other times.

Academy First Aiders

The Academy First Aiders at Lambourn have a responsibility to:

- Provide first-line medical assistance to students and staff.

- Be responsible for the delivery of assessment and treatment of minor illness and injuries.

- Deliver care within the boundaries of the role, focusing on student well-being and health education.

- Identify, implement and evaluate individual health care plans for students with medical conditions.

- Organise and /or deliver appropriate medical staff training e.g. Anaphylaxis.

- Ensure teaching and support staff have appropriate awareness and understanding of the common medical conditions in the school.

- Assist the whole school in raising the profile of the importance of health and welfare.

- Provide accurate, contemporaneous and complete records of student consultation and drug administration consistent with legislation, policies and procedures.

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school.

- When necessary, ensure that an ambulance or other professional medical help is called.

- Ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in.

Special educational needs coordinators

Special educational needs coordinator at Lambourn has the responsibility to:

- 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 in exams or course work.
- Ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in.

Local doctors and specialist healthcare professionals

Individual doctors and specialist healthcare professionals caring for students who attend Lambourn have a responsibility to:

- Where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours.

Emergency care services

Emergency care service personnel in this area have a responsibility to:

- Have an agreed system for receiving information held by Lambourn about children and young people's medical conditions, to ensure best possible care.

Students

The students at Lambourn have a responsibility to:

- Treat other students with and without a medical condition equally.
- Tell their parents, teacher or nearest staff member when they are not feeling well.
- Let a member of staff know if another student is feeling unwell.
- 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

The parents of a student at Lambourn have a responsibility to:

- Tell the school if their child has a medical condition.

- Ensure Lambourn has a complete and up-to-date Healthcare Plan for their child.
- Inform Lambourn about the medication their child requires during school hours – complete relevant consent forms.
- Inform Lambourn of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities.
- Ensure the child or young person knows how to take their medication effectively.
- Ensure children and young people have regular reviews of their condition and their medication.
- Provide Lambourn with information and advice regarding individual children and young people with medical conditions.
- Tell Lambourn about any changes to their child's medication, what they take, when, and how much.
- Inform Lambourn 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 Lambourn with appropriate spare medication labelled with their child's name.
- Ensure that their child's medication is within expiry dates.
- Keep their child at home if they are not well enough to attend school.
- Ensure their child catches up on any schoolwork 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.
- To provide any relevant letters or evidence regarding medical conditions that affect school attendance.

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

- Lambourn's medical condition policy is reviewed, evaluated and updated every year in line with Lambourn's policy review timeline.
- New Department for Children, Families and Schools and Department of Health guidance is actively sought and fed into the review.
- In evaluating the policy, Lambourn seeks feedback on the effectiveness and acceptability of the medical conditions policy with a wide range of key stakeholders within the school and health settings. These key stakeholders include:
    - School Health Nurse (NHS) and/or school healthcare professionals.
    - Headteacher.
    - Teachers.
    - Special Education Needs Coordinator.
    - First aiders.

- Other Lambourn staff.
- School governors.

Disclaimer

Lambourn staff involved in the production of this pack have made every effort to ensure the accuracy of information it contains but cannot be held liable for any actions taken based on this information.

Date written: 4th March 2024

Next Review Due by: 4th March 2027

Legislation and guidance

Introduction

+ Local authorities, schools and governing bodies are responsible for the health and safety of students in their care.

+ Areas of legislation that directly affect a medical conditions policy are described in more detail in Managing Medicines in Schools and Early Years Settings. The main pieces of legislation are the Disability Discrimination Act 1995 (DDA), amended by the Special Educational Needs and Disability Act 2001 (SENDA) and the Special Educational Needs and Disability Act 2005.

These acts make it unlawful for service providers, including schools, to discriminate against disabled people. Other relevant legislation includes the Education Act 1996, the Care Standards Act 2000, the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Medicines Act 1968.

Children and Families Act 2014

Section 100 Statutory guidance for governing bodies of maintained schools and proprietors of academies in England. Supporting pupils at school with medical conditions.

The Education Act 1996

Section 312 of the Education Act covers children with special educational needs, the provisions that need to be made and the requirements local health services need to make to help a local authority carry out its duties.

The Care Standards Act 2000

This act covers residential special schools and responsibilities for schools in handling medicines.

Health and Safety at Work Act 1974

This act places duties on employers for the health and safety of their employees and anyone else on their premises. This covers the head teacher and teachers, non-teaching staff, students and visitors.

Management of Health and Safety at Work Regulations 1999

These regulations require employers to carry out risk assessments, manage the risks identified and to communicate these risks and measures taken to employees.

Medicines Act 1968

This act specifies the way that medicines are prescribed, supplied and administered.

Additional guidance

Other guidance resources that link to a medical conditions policy include:

- Guidance of the use of Auto-injectors in school. (Department of Health 2017).
- Supporting pupils at school with Medical conditions (Department for Education 2015)– statutory guidance for governing bodies of maintained schools and proprietors of academies in England.
- Healthy Schools Programme – a medical conditions policy can provide evidence to help schools achieve their healthy school accreditation.
- Every Child Matters: Change for Children (2004). The 2006 Education Act ensures that all schools adhere to the five aims of the Every Child Matters agenda.

- National Service Framework for Children and Young People and Maternity Services (2004) – provides standards for healthcare professionals working with children and young people including school health teams.

- Health and Safety of Students on Educational Visits: A Good Practice Guide (2001) – provides guidance to schools when planning educational and residential visits.

- Misuse of Drugs Act 1971 – legislation on the storage and administration of controlled medication and drugs.

- Home to School Travel for Students Requiring Special Arrangements (2004) – provides guidance on the safety for students when travelling on local authority provided transport.

- Including Me: Managing Complex Health Needs in School and Early Years Settings (2005).