Managing Medical Conditions and Medication Policy

Including those in the EYFS (Early Years Foundation Stage)

Introduction

Caversham Preparatory School is an inclusive community that welcomes and supports pupils with medical conditions and endeavours to offer them the same opportunities as others in the school. and whether the condition is ongoing, or a short-term illness.

Aims

- To ensure that all pupils with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.
- To ensure that parents feel confident that the school provides effective support for their pupil's medical condition and that pupils feel safe
- To establish relationships with relevant local health services where appropriate or helpful
- To effectively manage and support short-term and frequent absences due to medical treatment, to limit the impact on the pupil's education attainment and emotional and general wellbeing
- To comply with the SEND Code of Practice and our SEND Policy in supporting pupils whose medical conditions require them to have an Educational Health and Care (EHC) Plan
- To provide a physical environment that is accessible to pupils with medical conditions, including school visits and off-site educational activities.

Roles and Responsibilities

Proprietors

- To ensure that arrangements are in place to support pupils with medical conditions and that they are enabled to access the fullest possible participation in all aspects of school life
- To receive annual updates as to the effective working of the policy and implement changes or recommendations arising from the review

Head Teacher

- To be responsible and accountable for fulfilling the schools' statutory duty in meeting the arrangements to support pupils with medical conditions
- To ensure that the policy clearly identifies the roles and responsibilities of all those involved in the arrangements they make to support pupils at school with medical conditions
- To ensure health and social care professionals, pupils and parents are consulted to ensure that the needs of pupils with medical conditions are properly understood and effectively supported
- To ensure that staff are properly trained to provide the support that pupils need
- To ensure that the school's arrangements give parents and pupils confidence in the school's ability to provide effective support for medical conditions in school.
- To ensure the school staff are properly insured and are aware that they are insured to support pupils in this way.

- To ensure that information held by the school is accurate and up to date and good communication and information sharing systems are in place
- To review this policy regularly, with input from parents, pupils and staff
- To ensure that all staff who need to know are aware of a pupil's condition
- To ensure that all staff, including supply teachers and peripatetic staff are aware of the policy and understand their role in its implementation

First Aid Lead (Caroline Kidao)

- To ensure all medication is correctly stored and labelled, regularly reviewed, in date and that parents provide new medication as needed
- To contribute to healthcare plans and their review
- To facilitate staff training as appropriate, advising on common conditions or providing information about where the school can access more specialist training
- To ensure pupils know how to take their medication effectively and offer support to help them self-manage their condition at an age-appropriate level
- To support pupils and parents as appropriate

First Aiders

- To give immediate help to casualties with common illnesses or injuries and where necessary ensure that an ambulance or other professional medical help is called

Special Education Needs Co-ordinator (SENDCo)

- To keep an overview of any pupils whose medical needs may impact on their learning and advise staff working directly with them to ensure appropriate strategies are put in place to support them
- To ensure that any pupils whose medical condition that requires them to have an EHC is acknowledged and recorded appropriately
- To work with the school to provide equal access to the curriculum, as far as possible, so that pupils with medical conditions have the same opportunities as other pupils, including access to school trips and physical education

Class Teacher and other Teaching Staff

- To be aware of and understand this Medical Conditions and Medication Policy
- To be aware of potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- To know which pupils in their care have a medical condition and be familiar with the contents of that pupil's healthcare plan
- To know what to do and respond accordingly when they become aware that a pupil with medical conditions needs help.
- To maintain effective communication with parents, including informing them if their pupil has been unwell at school
- To be aware of pupils with medical conditions who may be experiencing bullying or need extra social support
- To ensure that all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in, and understand the impact a medical condition may have on a pupil and make any reasonable adjustments to accommodate this
- To ensure that medical bags for pupils with medical conditions are taken on all off site activities and returned directly afterwards

- To be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it, including help to catch up with work when a pupil has been unwell
- To use opportunities such as PSRCEE and Health and Well-Being, and other areas of the curriculum to raise pupil awareness about medical conditions

Pupils

- To treat pupils with and without a medical condition equally
- To tell their parents, teacher or nearest staff member when they are not feeling well
- To tell a member of staff if another pupil is feeling unwell
- To let any pupil take their medication when they need it and ensure a member of staff is called
- To treat all medication with respect
- To know how to gain access to their medication in an emergency
- To take their own medication when needed – if mature and old enough

Parents

- To tell the school if their child has a medical condition
- To ensure the school has a complete and up-to-date healthcare plan for their child
- To inform the school about any medication their child requires during school hours and complete the relevant form
- To inform the school of any mediation their child requires while taking part in visits, outings, field trips or other off site activities
- To inform the school of changes to their child's condition
- To ensure their child's medication and medical devices are labelled with their child's full name
- To provide the school with appropriate spare medication labelled with their child's name
- To ensure that their child's medication is within expiry dates
- To keep their child at home if they are not well enough to attend school or they have had a temperature or been sick within the last 24 hours
- To ensure their child catches up on any schoolwork they have missed
- To ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- To ensure their child has a written care/self-management plan from their doctor or specialist health care professional to help their child manage their condition.

Training

Whenever possible the staff will take training from the community nurse, illness management trainer or the child's medical support worker. This is important to understand the nature of the condition, including any restrictions for the child and administration of medications that staff may need to give.

Procedures

- When a pupil starts at Caversham Preparatory School at the statutory transition points and has an identified medical condition the school will ensure that arrangements are in place for the start of the relevant school term.
- In other such cases, such as new diagnoses or pupils moving mid-term arrangements would be expected to be in place within two weeks of notification or admission.

- Individual Healthcare plans may be initiated by a member of school staff or a healthcare professional involved with providing care to the pupil.

These should include the following:

- The medical condition, its triggers, signs, symptoms and treatments.
- The pupil's resulting needs, including medication (its side-effects and its storage) and other treatments – dose, time, facilities, equipment, testing, dietary requirements and environmental issues such as 'not out in damp weather.'
- Specific support for the pupil's educational, social and emotional needs; including how absences will be managed, support to catch up with work missed, additional time for exams, counselling etc.
- Who will provide this support, their training needs and cover arrangements in their absence.
- Who in the school needs to be aware of the pupil's condition and the support required?
- Written permission for medication to be administered by a member of staff, or self-administered by individual pupils during school hours
- Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the pupil can participate, e.g. risk assessments.
- Where confidentiality issues are raised by the parent/pupil, the designated individuals to be entrusted with information about the pupil's condition
- What to do in an emergency, including who to contact and contingency arrangements.

Administration of Medication for short term and long-term conditions and injuries

- Prescribed medication can only be administered by staff if the parent has filled out and signed a Medication form. This applies to both acute / permanent medication (such as inhalers/adrenaline auto-injectors) (Form A - Appendix 1) and also for a temporary / short course of medication (such as course of antibiotics) (Form B - Appendix 2). Caroline Kidao or the School Secretary will inform the Class Teacher.
- Non-prescribed medication can only be administered by a qualified First Aider on the signed instructions from parents.
- No over the counter creams or lotions should be administered without consent. All cuts and bruises should be cleaned with water. Individually wrapped sterile adhesive dressings are safe to use provided that they are not used on anyone who may suffer an allergic reaction to certain types of plaster. Before plasters are used, first aiders should establish whether the child requiring treatment has such an allergy. If the child has such an allergy, an alternative dressing. In this case a non-allergic plaster or dressing should be used.
- All adrenaline auto-injectors/inhalers etc. must be kept in a safe, designated place accompanied by an instruction letter from the parents, stating exactly when, how and how much they are to be administered.
- All medicines are to be kept in the locked first aid cupboard/or in the office kitchen fridge, to be administered by a qualified member of staff. However, it is the responsibility of the class teacher to ensure that the pupil comes to the office at the correct time for administration of medication. Medicine should be given by a responsible adult, witnessed by another adult, both of whom sign the medication form and record date and time administered. (See Administrations of Medicines Policy).

- All pupils with medical conditions that may require acute treatment should have medication in a medical bag that should be taken with them whenever they go off site and returned directly afterwards.

Conditions/illnesses may include, but is not exhaustive:

- Allergies
- Diabetes
- Epilepsy
- Kidney Disease
- Serious Illness such as childhood cancers
- Post Serious Illness Care
- Post-Operative Care
- Haemophilia
- Physical Disability that requires support
- Mental Disability that requires support
- Transplant after care

Staff Medication

All staff must lock their medication away in the locked first aid box or kept in their handbag which is put in the staffroom or locked in the cupboard in the school office.

Policy Administration

Linked Policies

This policy also needs to be in line with other school polices and therefore should be read in conjunction with the following school policies:

- Administering Medicines Policy
- Health and Safety
- First Aid
- SEND
- Inclusion
- Access
- Safeguarding

Quoted Legislation and Guidance

- Equality Act 2010

Review Schedule

This policy is subject to 2 yearly reviews unless circumstances require an earlier review.

Update and Review Log

Updated/ Reviewed By	Date	Notes
J Lawson	Jan 2017	Whole policy re-written to follow ISSR Guidelines
J Lawson	Jan 2019	Staff storing Medicines safely added
A Lawson	May 2021	Review
J Lawson	Sept 2023	Post-Transplant care added
J Lawson	Sept 2025	Reviewed and Caroline Kidao added