



*The*  
**COUNTY**  
**HIGH SCHOOL**  
*Leftwich*

Achieving Excellence

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**Document Control Sheet**

Document Type	Policy
Document Name	Supporting Students with Medical Conditions
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This document is part of the group which include	Safeguarding, Behaviour for Learning, Anti-Bullying, Acceptable Use, E-Safety, Exclusions, Policy Statement Additional & Special Education Needs, Drugs' Education, Use of Images, Student Illness, Accident & First Aid, Use of Force, Recruitment, Single Equality Scheme, Searching Screening & Confiscation, Students not attending due to medical needs, Transgender and Health & Safety Policies
Equality Act 2010 fully considered	Yes
EIA Form Completed	Yes

**The County High School Leftwich**  
**Granville Road, Northwich, Cheshire, CW9 8EZ**  
**Telephone: 01606 333300**

## Supporting Students with Medical Conditions Policy

1. In compliance with the Children and Families Act 2014, which includes a duty for schools to support children with medical conditions, our aim at The County High School, Leftwich is:

- 1.1. to support students with medical conditions, so that they have full access to education, including physical education and educational visits;
- 1.2. to ensure that the school's staff involved in the care of children with medical needs are fully informed and adequately trained in order to administer support:
- 1.3. to comply fully with the Equality Act 2010 for students who may have disabilities or special educational needs;
- 1.4. to write, review and monitor, in association with healthcare professionals, \*Individual Healthcare Plans (IHPs/EHCPs) where necessary;
- 1.5. to respond sensitively, discreetly and promptly to situations where a child with a medical condition requires support;
- 1.6. to keep, monitor and review appropriate records;
- 1.7. to regularly review, evaluate and update this Policy.
  
- 1.8. *\* An individual healthcare plan (IHP/EHCP) details exactly what care a child needs in school, when they need it and who is going to give it. This should be drawn up with input from the child (if appropriate) their parent/carer, their PDSN school nurse and relevant school staff. For further clarification, in other contexts reference might be made to EHCP (Education, Health and Care Plan). An EHC plan is a document which replaces Statements of SEN and Learning Difficulties Assessments for children and young people with special educational needs.*

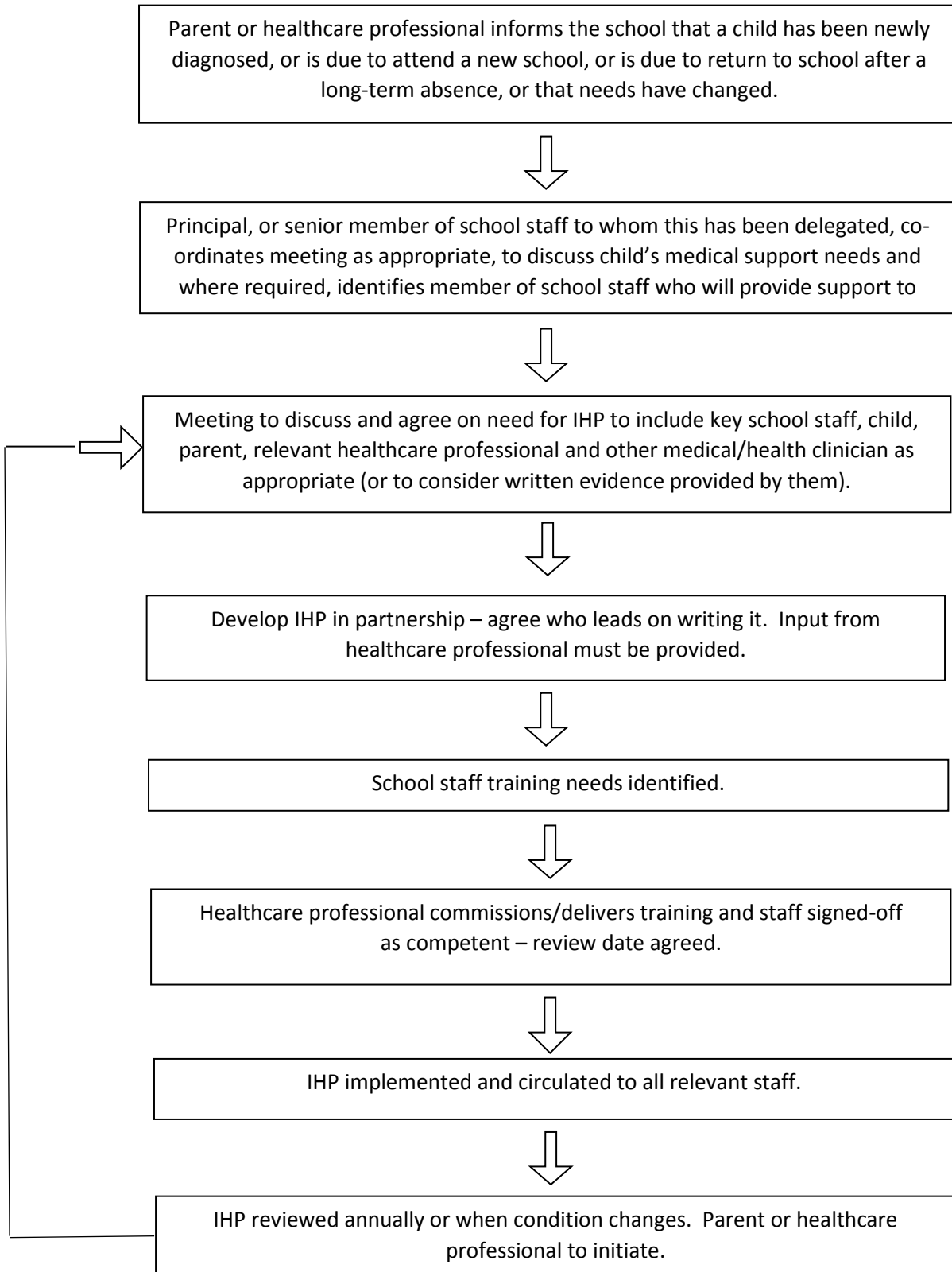
## 2. Roles and Responsibilities

- 2.1. The following roles and responsibilities are used for the medical conditions policy at The County High School, Leftwich. These roles are understood and communicated regularly.
- 2.2. Teachers and Support Staff:
  - 2.2.1. are responsible for the day to day management of medical conditions of students they work with, in line with training received and as set out in the IHPs;
  - 2.2.2. must ensure information is provided to supply staff who will be covering their role where the need for supply staff is known in advance.
  - 2.2.3. Any Teacher or Support staff member may be asked to provide support to a child with a medical condition, including administering of medicines, but can only provide this support with adequate training.
- 2.3. School nurse:
  - 2.3.1. be available to offer advice and guidance as requested by the school to outline best practice and support individual students.

- 2.4. First Aider:
  - 2.4.1. give immediate help to casualties with common injuries or illnesses and those arising from specific hazards;
  - 2.4.2. when necessary, ensure that an ambulance or other professional medical help is called.
  
- 2.5. SENDCo:
  - 2.5.1. know which students have a documented medical condition and which have special educational needs because of their condition;
  - 2.5.2. ensure students who have been unwell catch up on missed schoolwork with the support of Learning Leader (Year);
  - 2.5.3. ensure teachers make the necessary arrangements if a student needs special consideration or access arrangements in exams or course work.
  
- 2.6. Parents\* have a responsibility to:
  - 2.6.1. tell the school if their child has a medical condition;
  - 2.6.2. ensure the school has a complete and up-to-date Healthcare Plan for their child;
  - 2.6.3. inform the school about the medication their child requires during school hours or on school trips;
  - 2.6.4. tell the school about any changes to their child's medication, what they take, when and how much;
  - 2.6.5. inform the school of any changes to their child's condition;
  - 2.6.6. ensure their child's medication and medical devices are labelled with their child's full name;
  - 2.6.7. provide the school with appropriate spare medication labelled with their child's name;
  - 2.6.8. ensure that their child's medication is within expiry dates;
  - 2.6.9. keep their child at home if they are not well enough to attend school;
  - 2.6.10. ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional;
  - 2.6.11. ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.
  
  - 2.6.12. \* The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.

### 3. Process following notification that a student has a medical condition

- 3.1. The SENDCo will liaise with relevant individuals, including as appropriate parents, the individual pupil, health professionals and other agencies to decide on the support to be provided to the student.
- 3.2. Where appropriate, an IHP will be implemented.
- 3.3. See flowchart which outlines the process for developing Individual Healthcare Plans.



#### 4. Managing medicines on school premises

- 4.1. Written consent from parents must be received before administering any medicine to a student within school hours.
- 4.2. Medicines must be:
  - 4.2.1. prescribed, in-date, labelled, provided in the original container as dispensed by a pharmacist with the instructions for administration, dosage and storage.
  - 4.2.2. the exception to this is insulin, which must be in date, but may not be in its original container.
  - 4.2.3. in accordance with NHS West Cheshire Clinical Commissioning Group guidance and self-care policy (April 2018), parents can provide written consent for use of an over the counter (OTC) non-prescribed medicine for minor conditions, without requesting a prescription to be written, thereby reducing demand for appointments in general practice and expenditure on prescriptions for OTC medicines. Written consent will be obtained for **each particular OTC medication**.
- 4.3. All medicines will be stored safely and students will know where their medication is at all times; office staff will monitor the dates of medicines.
- 4.4. Records must be kept of all medicines administered to students.
- 4.5. All students are encouraged to carry and administer their own emergency medication, when their parents and health specialists determine they are able to start taking responsibility for their condition. All students carry their emergency medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits.

#### 5. Safe disposal of medication

- 5.1. Parents of children at this school are asked to collect out-of-date medication. If parents do not collect out-of-date medication, it should be taken to the local pharmacy for safe disposal.
- 5.2. Sharps boxes are used for the disposal of needles. Where required, the sharps boxes are stored in a secure cupboard. Where necessary, the relevant students are made aware of how they can dispose of sharps within the school. If required, the sharps box is collected by the school nurse for disposal.

#### 6. Record keeping

- 6.1. Enrolment forms
  - 6.1.1. Parents are asked if their child has any health conditions or health issues on the enrolment form, which is filled out at the start of each school year. Parents of new students starting at other times during the year are also asked to provide this information on enrolment forms.
- 6.2. Individual Healthcare Plans
  - 6.2.1. The County High School, Leftwich uses a Healthcare Plan 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.
- 6.3. Other record keeping

- 6.3.1. The County High School, Leftwich 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.

## 7. Action in emergencies

- 7.1. Members of staff are made aware of the action in emergencies procedure.
- 7.2. Request an ambulance – dial 999 and be ready with the information below. Speak slowly, clearly and be ready to repeat information if required.
  - 7.2.1. the school telephone number
  - 7.2.2. your name
  - 7.2.3. your location (school address)
  - 7.2.4. provide the exact location of the student/staff member within the school
  - 7.2.5. provide the name of the child and a brief description of their symptoms.
  - 7.2.6. inform ambulance control of the best entrance to use and state that the crew will be met and taken to the patient.
  - 7.2.7. ensure the relevant gates for entry are open and clear.
  - 7.2.8. contact the parents to inform them of the situation.
  - 7.2.9. a member of staff will stay with the student until the parent/carer arrives. If the parent/carer does not arrive before the student is transported to hospital, a member of staff must accompany the child in the ambulance.

## 8. Involvement beyond the usual curriculum

- 8.1. Reasonable adjustments will be made to enable students with medical needs to participate fully and safely in day trips, residential visits, sporting activities and other activities beyond the usual curriculum.
- 8.2. When carrying out risk assessments, parents/carers, students and healthcare professionals will be consulted where appropriate.