

# **THE TRIPLE CROWN** **CENTRE**



## **Medical Conditions in School Policy**

## **The Triple Crown Centre Medical Conditions in School Policies**

The Triple Crown Centre is an inclusive community that welcomes and supports students with medical conditions.

This school provides all students with any medical condition 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 wellbeing once they leave school.

The Triple Crown Centre makes sure all staff understand their duty of care to children and young people in the event of an emergency.

All staff feel confident in knowing what to do in an emergency.

This school understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.

This school understands the importance of medication and care being taken as directed by healthcare professionals and parents.

All staff understand the medical conditions that affect students at this school. Staff receive training on the impact medical conditions can have on students.

The named member of school staff responsible for this medical conditions policy and its implementation is: Eleanor Clarke (Headteacher).

This policy will be reviewed every 2 years and is next due to be reviewed in September 2024.

It is available on our School website, and as a hard copy when requested from school.

Complaints by parents or others should be discussed initially with the headteacher. It is desirable that complaints should be dealt with informally, but if that is not possible, then a written, formal complaint should be registered with the head teacher, unless it is a matter concerning the head teacher, when it should be directed to the chair of the Management Board. Parents may request a copy of the full complaints procedure from school.

### **1 This school is an inclusive community that supports and welcomes students with medical conditions.**

The Triple Crown Centre is welcoming and supportive of students with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other students. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.

This school will listen to the views of students and parents.

Students and parents feel confident in the care they receive from this school and the level of that care meets their needs.

Staff understand the medical conditions of students at this school and that they may be serious, adversely affecting a child's quality of life and impact on their ability to learn.

All staff understand their duty of care to children and young people and know what to do in the event of an emergency.

The whole school understands and supports the medical conditions policy.

This school understands that all children with the same medical condition will not have the same needs.

The school recognises that duties in the Children and Families Act and the Equality Act relate to children with disability or medical conditions.

**2 This school's medical conditions policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings.**

Stakeholders include:

- **The Management Board**
- **The Local Authority**
- **Parents/Carers**

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

Students, parents/carers, staff, and other external stakeholders are informed of and reminded about the medical conditions policy through, for example, our school website, daily staff briefings and meetings with outside agencies.

**4 All staff understand and are trained in what to do in an emergency for children with medical conditions at this school.**

All school staff, including temporary or supply staff, are aware of the medical conditions at this school and understand their duty of care to students in an emergency.

All staff receive training in what to do in an emergency and this is refreshed at least once a year.

This school will, in partnership with parents and health care professionals, give careful consideration to whether an individual healthcare plan (ICP) is appropriate or proportionate. The development of a plan will be led by the Achievement Mentor of each individual student mentors.

A student's individual healthcare plan will explain what help they need in an emergency. The ICP will accompany a student should they need to attend hospital. Parental permission will be sought and recorded in the ICP for sharing the ICP within emergency care settings.

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

All staff, including temporary or supply staff, know what action to take in an emergency and receive updates at least yearly.

If a student needs to attend hospital, a member of staff (preferably known to the student) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. They will not take students to hospital in their own car.

**6 This school has clear guidance on providing care and support and administering medication at school.**

The Triple Crown Centre understands the importance of medication being taken and care received as detailed in the student's ICP.

This school will make sure that there are several members of staff who have been trained to administer the medication and meet the care needs of an individual child.

This school will ensure there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. This school's Management Board has made sure that there is the appropriate level of insurance and liability cover in place.

This school will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances, and every effort will be made to encourage the student to involve their parent, while respecting their confidentiality.

When administering medication, for example pain relief, this school will check the maximum dosage and when the previous dose was given. Parents will be informed. This school will not give a student under 16 aspirin unless prescribed by a doctor.

This school will make sure that a trained member of staff is available to accompany a student with a medical condition on an off-site visit, including overnight stays.

This school will not make parents/carers, feel obliged to attend school to administer medication or provide medical support to their child, including with toileting issues.

Parents/carers understand that they should let the school know immediately if their child's needs change.

If a student misuses their medication, or anyone else's, their parent is informed as soon as possible and the school's managing substance related incidents/behaviour/disciplinary procedures are followed.

## **7 This school has clear guidance on the storage of medication and equipment at school.**

This school makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities, and is not locked away. Students' medication/equipment is stored securely in reception office (middle cupboard).

The school will keep controlled drugs stored securely, but accessibly, with only named staff having access. Staff at this school can administer a controlled drug to a student once they have had specialist training.

This school will make sure that all medication is stored safely, and that students with medical conditions know where they are at all times.

This school will store medication that is in date and labelled in its original container where possible, and in accordance with its instructions. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.

Parents are asked to collect all long-term medications/equipment at the end of the school year, and to provide new and in-date medication at the start of each academic year. Once a course of short-term medication is completed, it should be collected by parents to dispose of appropriately.

Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of appropriately by parents.

## **8 This school has clear guidance about record keeping.**

Parents at this school are asked if their child has any medical conditions during an initial interview, and then again on formal admission to the school.

Where appropriate and proportionate, this school uses an ICP (Individual Care Plan) to record the support an individual student's needs around their medical condition. The ICP is developed with the student (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.

This school has a centralised register of ICPs, and an identified member of staff has the responsibility for this register.

ICPs are regularly reviewed, at least every year or whenever the student's needs change.

The student (where appropriate), parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the ICP. Other school staff are made aware of and have access to the ICP for the students in their care.

This school makes sure that the student's confidentiality is protected.

This school seeks permission from parents before sharing any medical information with any other party.

This school meets with the student (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the student's ICP which accompanies them on the visit.

This school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.

This school makes sure that all staff providing support to a student have received suitable training and on-going support, to make sure they have confidence to provide the necessary support and enable them to fulfil the requirements set out in the student's ICP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence (where appropriate), and this school keeps an up-to-date record of all training undertaken and by whom.

**9 This school 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.**

This school is committed to providing a physical environment accessible to students with medical conditions and students are consulted to ensure this accessibility. This school is also committed to an accessible physical environment for out-of-school activities.

The Triple Crown Centre makes sure the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.

All staff are aware of the potential social problems that students with medical conditions may experience and use this knowledge, alongside the school's anti-bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.

This school understands that all relevant staff are aware that students should not be forced to take part in activities if they are unwell. They should also be aware of students who have been advised to avoid/take special precautions during activity, and the potential triggers for a student's medical condition when exercising and how to minimise these.

The Triple Crown Centre makes sure that students have the appropriate medication/equipment/food with them during physical activity.

This school makes sure that students with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.

This school will refer students with medical conditions to the SENCO, if they are finding it difficult to keep up educationally, and the SENCO will then liaise with the student (where appropriate), parent and the student's healthcare professional.

All students at this school learn what to do in an emergency.

This school makes sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of students with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

**10 This school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency.** This school is committed to identifying and reducing triggers both at school and on out-of-school visits.

An individual student's ICP details triggers and how to make sure the student remains safe throughout the whole school day and on out-of-school activities.

This school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

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

This school works in partnership with all relevant parties including the student (where appropriate), parent/carer, the Management Board, all school staff and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

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

In evaluating the policy, this school seeks feedback from key stakeholders including students, parents, school healthcare professionals, specialist nurses and other relevant healthcare professionals, school staff, the Management Board and the Local Authority. The views of students with medical conditions are central to the evaluation process.



## The Triple Crown Centre

### Parental/Carer consent to administer an ‘over-the-counter’ (OTC) medicine

- All over the counter (OTC) medicines must be in the original container.
- A separate form is required for **each medicine**.

|  |  |
|--|--|
| <b>Child's name</b>  |  |
| <b>Child's date of birth</b>   |  |
| <b>Class/form</b>  |  |
| <b>Name of medicine</b>  |  |
| <b>Strength of medicine</b>  |  |
| <b>How much (dose) to be given. For example:</b><br><b>One tablet</b><br><b>One 5ml spoonful</b>     |  |
| <b>At what time(s) the medication should be given</b>  |  |
| <b>Reason for medication</b>   |  |
| <b>Duration of medicine</b><br>Please specify how long your child needs to take the medication for   |  |
| Are there any possible side effects that the school needs to know about?<br>If yes, please list them |  |

|   |  |
|---|--|
| <b>Mobile number of parent/carer</b>      |  |
| <b>Daytime landline for parent/carer</b>  |  |
| <b>Alternative emergency contact name</b> |  |
| <b>Alternative emergency phone no.</b>    |  |
| <b>Name of child's GP practice</b>        |  |
| <b>Phone no. of child's GP practice</b>   |  |

- I give my permission for the office staff / first aider to administer the OTC medicine to my son/daughter during the time he/she is at The Triple Crown Centre. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is no longer needed.
- I understand that it may be necessary for this medicine to be administered during educational visits and other out of school activities, as well as on the school premises.
- I confirm that the dose and frequency requested is in line with the manufacturers' instructions on the medicine.
- I also agree that I am responsible for collecting any unused or out of date medicines and returning them to the pharmacy for disposal. If the medicine is still required, it is my responsibility to obtain new stock for the school/nursery.
- The above information is, to the best of my knowledge, accurate at the time of writing.

|                               |  |
|-------------------------------|--|
| <b>Parent/carer name</b>      |  |
| <b>Parent/carer signature</b> |  |
| <b>Date</b>                   |  |





## The Triple Crown Centre

### Parental/Carer consent to administer a prescribed medicine

- All prescribed medicines must be in the original container as dispensed by the pharmacy, with the child's name, the name of the medicine, the dose and the frequency of administration, the expiry date and the date of dispensing included on the pharmacy label.
- A separate form is required for **each medicine**.

|  |  |
|--|--|
| <b>Child's name</b>  |  |
| <b>Child's date of birth</b>   |  |
| <b>Class/form</b>  |  |
| <b>Name of medicine</b>  |  |
| <b>Strength of medicine</b>  |  |
| <b>How much (dose) to be given. For example:</b><br><b>One tablet</b><br><b>One 5ml spoonful</b>     |  |
| <b>At what time(s) the medication should be given</b>  |  |
| <b>Reason for medication</b>   |  |
| <b>Duration of medicine</b><br>Please specify how long your child needs to take the medication for.  |  |
| Are there any possible side effects that the school needs to know about?<br>If yes, please list them |  |

|   |  |
|---|--|
| <b>Mobile number of parent/carers</b>     |  |
| <b>Daytime landline for parent/carers</b> |  |
| <b>Alternative emergency contact name</b> |  |
| <b>Alternative emergency phone no.</b>    |  |
| <b>Name of child's GP practice</b>        |  |
| <b>Phone no. of child's GP practice</b>   |  |

- I give my permission for the office staff / first aider to administer the prescribed medicine to my son/daughter during the time he/she is at The Triple Crown Centre. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.
- I understand that it may be necessary for this medicine to be administered during educational visits and other out of school activities, as well as on the school premises.
- I also agree that I am responsible for collecting any unused or out of date medicines and returning them to the pharmacy for disposal and supplying new stock to the school, if necessary.
- The above information is, to the best of my knowledge, accurate at the time of writing.

|                               |  |
|-------------------------------|--|
| <b>Parent/carer name</b>      |  |
| <b>Parent/carer signature</b> |  |
| <b>Date</b>                   |  |



## APPENDIX 4

A Care Plan is a written agreement that clarifies for staff, parents and the child the help that the school/setting can provide and receive. A Care Plan is for a child with individual medical needs, but **not all students with medical needs will require a full Care Plan**. For some students with medical needs, the school/setting may simply require a written agreement in which parents authorise the school/setting to administer medicine.

### Care Plan for Child with Medical Needs

|                       |               |
|-----------------------|---------------|
| <b>Name of child:</b> | <b>Photo:</b> |
| <b>Address:</b>       |               |
| <b>Date of birth:</b> |               |
| <b>Condition:</b>     |               |

|                               |  |                    |  |             |  |
|-------------------------------|--|--------------------|--|-------------|--|
| <b>Name of school/setting</b> |  | <b>Year /Group</b> |  | <b>Date</b> |  |
| <b>Review Dates</b>           |  |                    |  |             |  |

| CONTACT INFORMATION     |              |                    |
|-------------------------|--------------|--------------------|
| <b>Family Contact 1</b> | <b>Name:</b> | <b>Tel Work:</b>   |
|                         |              | <b>Tel Home:</b>   |
|                         |              | <b>Tel Mobile:</b> |
| <b>Relationship</b>     |              |                    |
| <b>Family Contact 2</b> | <b>Name:</b> | <b>Tel Work:</b>   |
|                         |              | <b>Tel Home:</b>   |
|                         |              | <b>Tel Mobile:</b> |
| <b>Relationship</b>     |              |                    |

| Clinic/Hospital Contact |  |
|-------------------------|--|
| <b>Name</b>             |  |
| <b>Clinic/Hospital</b>  |  |
| <b>Tel No</b>           |  |
| <b>Name of GP</b>       |  |
| <b>Tel No</b>           |  |

Describe condition and give details of child's individual symptoms:

Daily care requirements where relevant (e.g. before sport/at lunchtime):

Describe what constitutes an emergency for the child and the action and follow up required if this occurs:

Completed by

Date

## APPENDIX 5

### Stock Record for Long Term Medication in School/Setting

|                           |  |                           |  |
|---------------------------|--|---------------------------|--|
| <b>Name of child</b>      |  | <b>Date of birth</b>      |  |
| <b>Name of medication</b> |  | <b>Dose of medication</b> |  |

| <b>Date</b> | <b>Time</b> | <b>Number of tablets received into school</b> | <b>Number of tablets sent home from school/setting</b> | <b>Name of person receiving supply (e.g. parent/staff member)</b> | <b>Balance of medication in school/setting</b> | <b>Signature</b> |
|-------------|-------------|---|--|---|--|------------------|
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|             |             |   |  |   |  |                  |
|             |             |   |  |   |  |                  |

## APPENDIX 6

### Staff training record – administration of medicines

Name of school/setting: -----

Name: -----

Type of training received: -----

Accreditation (where appropriate) -----

Date of training completed: -----

Training provided by: -----

Profession and title: -----

I confirm that ----- (name of member of staff) has received the training detailed above and is competent to carry out any necessary treatment covered by it.

I recommend that the training is updated ----- (please state how often).

Trainer's signature: ----- Date: -----

I confirm that I have received the training detailed above.

Staff signature: ----- Date: -----

Suggested review date: -----