RICARDS LODGE HIGH SCHOOL

Supporting pupils in school with medical conditions

To be read in conjunction with the Allergy Safety Policy

Published

October 2026

Ricards Lodge High School	
Date written/last review	October 2026
Approval level	Governing Body
Date of next review	October 2027
Add to website Y/N	Yes

Supporting pupils in school with medical conditions

Contents

Contents 1
Aims 2
Equal opportunities 3
Policy Framework 3
Policy guidelines 4
Roles and Responsibilities 6
Governors 6
Headteacher 7
Lead member of staff for pupils with medical conditions 8
All School Staff 8
Teaching Staff 9
School Nurse or School Healthcare Professional 9
First Aid in School 10
First Aider 10
Special Educational Needs Coordinator 10
Pupils 11
Parents* 11
Guidance on the Administration of Medication at School 12
- Administration – emergency medication 13
- Administration – general 13

Controlled Drugs 14
Guidance on the Storage of Medication at School 14
- Safe storage – emergency medication 14
- Safe storage – general 14
- Safe disposal 15

Guidance about Record Keeping 16
- Enrolment forms 16

Individual Healthcare Plans 16
- Drawing up Individual Healthcare Plans 16
- School Healthcare Plan register 16
- Ongoing communication and review of Healthcare Plans 17
- Storage and access to Healthcare Plans 17
- Use of Healthcare Plans 18

Consent to Administer Medicines 18
Residential Visits and School Trips 18
Other Record Keeping 19
Physical Environment 19
Social Interactions 19

Exercise and Physical Activity 20
Education and Learning 20
Residential Visits 21
"Unacceptable Practice": 22
Supporting students with health needs who cannot attend school 22
Emergency Procedures 23
Training 23
Record Keeping 24
Liability and Indemnity 24
Monitoring Arrangements 24
Appendix 1 25
Template A: individual healthcare plan 25
Appendix 2 27
Template B: parental agreement for setting to administer medicine 27
Appendix 3 29
Template C: record of medicine administered to an individual child 29
Appendix 4 31
Template D: record of medicine administered to all children 31
Appendix 5 32
Template E: staff training record – administration of medicines 32
Appendix 6 33
Template F: contacting emergency services 33

***The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.**

Aims

At Ricards Lodge we understand that medical conditions requiring support at school can affect quality of life and may be life-threatening.

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 named person with responsibility for implementing this policy is Mrs N Bloom (AHT).

This policy has been prepared in accordance with the requirements of: **Statutory guidance for governing bodies of maintained schools and proprietors of academies in England - "Supporting pupils at school with medical conditions" DfE. 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.**

Equal opportunities

The school will adhere to the legal responsibilities under the Equality Act 2010 and will not unlawfully discriminate against any pupils. Our school is clear about the need to actively support pupils with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

The school will consider what reasonable adjustments need to be made to enable these pupils to participate fully and safely on school trips, visits and sporting activities.

Risk assessments will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. In doing so, pupils, their parents and any relevant healthcare professionals will be consulted.

Policy Framework

- Ricards Lodge is an inclusive community that aims to support and welcome pupils with medical conditions.

- The medical conditions policy is supported by a clear communication plan for staff, parents* and other key stakeholders to ensure its full implementation.
- All staff understand what to do in an emergency for the most common serious medical conditions at Ricards Lodge.
- All staff understand and are trained in the school's general emergency procedures.
- Ricards Lodge has clear guidance on the storage and administration of medication at school.
- Ricards Lodge has clear guidance about record keeping.
- Ricards Lodge ensures 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.

Policy guidelines

- The school understands that it has 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.
- Ricards Lodge aims to provide all children with all medical conditions the same opportunities as others at school.
- 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.
- Ricards Lodge aims to include all pupils with medical conditions in all school activities. Medical intervention in school time should be minimised to ensure full access to the curriculum.
- Parents* of pupils with medical conditions feel secure in the care their children receive at Ricards Lodge.
- The school ensures 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.
- The school 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 children at Ricards Lodge. Staff receive training on the impact this can have on pupils.
- The medical conditions policy is understood and supported by the whole school and local health community.

Supporting pupils in school with medical conditions

The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.

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

Parents/Carers

- Parents are informed and regularly reminded about the medical conditions policy:
    - by including the policy statement on the school's website and signposting access to the policy at the start of the school year when communication is sent out about Healthcare Plans
    - when their child is enrolled as a new pupil via the school's website, where it is available all year round
    - through school-wide communication about results of the monitoring and evaluation of the policy.

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

- through CPD training at the first staff meeting of the school year
- at scheduled medical conditions training
- available at the Staff Hub
- through school-wide communication about results of the monitoring and evaluation of the policy
- all supply and temporary staff are informed of the policy and their responsibilities (in staff handbook).

Pupils

- Pupils are informed and regularly reminded about the medical conditions policy:
    - through the school's pupil representative body
    - in personal, social and health education (PSHE) classes
    - through school-wide communication about results of the monitoring and evaluation of the policy.

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

- by letter accompanied with a printed copy of the policy at the start of the school year
- CCG and school / community nurse.
- through communication about results of the monitoring and evaluation of the policy.

All other external stakeholders are informed and reminded about the school's medical conditions policy:

- by letter accompanied with a printed copy of the policy summary at the start of the school year to the school nurse.
- through communication about results of the monitoring and evaluation of the policy via the school nurse.

Roles and Responsibilities

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

- Ricards Lodge works in partnership with all interested and relevant parties including the school's governing body, all school staff, parents, employers, community healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully.
- The following roles and responsibilities are used for the medical conditions policy at Ricards Lodge. These roles are understood and communicated regularly.

Governors

- "Governing Bodies - must make arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented. They should ensure that a pupil with medical conditions is supported to enable the fullest participation possible in all aspects of school life. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions." Supporting Pupils with Medical Conditions April 2014.
- Governors will receive annual updates as to the effective working of the policy, including numbers of pupils and key issues arising from school health care plans and training provided.
- Review this policy in a timely manner, in line with the relevant legislation and requirements

- Make sure that the policy sets out the procedures to be followed whenever the school is notified that a pupil has a medical condition
- Monitor practice, and staff training, in regards to pupils with medical conditions, in line with this policy
- The governing board delegates the day-to-day implementation of this policy to Mrs N Bloom, Assistant Headteacher.

Headteacher

Ricards Lodge's 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
- make sure all staff are aware of this policy and understand their role in its implementation
- liaise between interested parties including pupils, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents, governors, the school health service, the local authority transport service, and local emergency care services
- ensure every aspect of the policy is maintained
- ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using pupils' 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 know the medical conditions policy
- make sure that school staff are appropriately insured and aware that they are insured to support pupils in this way
- delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register
- monitor and review the policy at least once a year, with input from pupils, 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

- report back to all key stakeholders about implementation of the medical conditions policy

Lead member of staff for pupils with medical conditions

Lead Member of staff for pupils with medical conditions. This role will have lead responsibility for the implementation and review of the policy. The lead member of staff has the responsibility to:

- help update the school's medical conditions policy
- know which pupils have a medical condition and which have special educational needs because of their condition
- ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- Approve risk assessments for school visits and school activities outside the normal school timetable that involve provision for pupils with medical conditions
- Contact the school nursing service in the case of any pupil who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse
- Make sure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date

All School Staff

All staff at Ricards Lodge 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 the school's medical conditions policy
- 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 including informing them if their child has been unwell at school
- ensure pupils who carry their medication with them have it when they go on a school visit or out of the classroom

- be aware of pupils 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 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
- ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.
- must not be given prescription medication or undertake a medical procedure without appropriate training / updated to reflect the individual care plan.

Teaching Staff

Teachers at Ricards Lodge have a responsibility to:

- ensure pupils who have been unwell catch up on missed school work
- be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it
- liaise with parents, the pupil's healthcare professionals, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition
- use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions.

School Nurse or School Healthcare Professional

- School Nursing will not necessarily be aware of all pupil's medical conditions, but there is a clear expectation from the school that school nursing services are involved in the care plan process as appropriate including the following:
    - They will seek consent from the parent - or young person over 13, as relevant.
    - Initiate and update health care plans regularly
    - Inform the school of pupils in need for a health care plan
    - help update the school's medical conditions policy including recommending training
    - help provide regular training for school staff in managing the most common medical conditions at school and advising training on less common conditions

- collate relevant health information to support pupils, family and school to inform the health care plan.
- provide information about where the school can access other specialist training.
- To ensure health care plans are designed to maximise attendance at school and engagement with learning, including effective reintegration to schools.

First Aid in School

- First Aid is the initial assistance or treatment given to someone who is injured or suddenly taken ill. At Ricards Lodge High School First Aid is administered in a timely and competent manner. We achieve this by ensuring a number of our staff have training and are qualified First Aiders including a mental health first aider. Staff are paid a small allowance for the role. We ensure that they are kept up to date with developments, recognise the limits of their competence, have received first aid training and attended refresher courses as necessary.
  - For more information please see- First Aid in School

First Aider

First aiders at Ricards Lodge have a responsibility to:

- 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.

Special Educational Needs Coordinator

Special educational needs coordinator at Ricards Lodge have the responsibility to:

- help update the school's medical condition policy
- know which pupils have a medical condition and which have special educational needs because of their condition
- ensure pupils who have been unwell catch up on missed schoolwork
- ensure teachers make the necessary arrangements if a pupil needs special consideration or
- access arrangements in exams.

Pupils

The pupils at Ricards Lodge have a responsibility to:

- treat other pupils 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 pupil is feeling unwell
- let any pupil 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
- if mature and old enough, 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 situation.

*Parents**

The parents of a child at Ricards Lodge have a responsibility to:

- tell the school if their child has a medical condition
- ensure the school has a complete and up-to-date Healthcare Plan for their child
- Be involved in the development and review of their child's IHP, and may be involved in its drafting
- 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 visits, outings or field trips 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 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 school work 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.

*The term 'parent' implies any person or body with parental responsibility such as foster parent, carer, guardian or local authority.

Guidance on the Administration of Medication at School

**please read in conjunction with "Storage of medication at school"*

Prescription and non-prescription medicines will only be administered at school:

- When it would be detrimental to the pupil's health or school attendance not to do so,

and

- Where we have parents/carers' written consent

The person administering the medicine will keep a written record. Parents/carers will always be informed on the same day the medicine has been administered, or as soon as reasonably possible.

The only exception to this is where the medicine has been prescribed to the pupil without the knowledge of the parents/carers.

Pupils under 16 will not be given medicine containing aspirin unless prescribed by a doctor.

Anyone giving a pupil any medication (for example, for pain relief) will first check recommended and maximum dosages for the pupil's age, and when the previous dosage was taken.

The school will only accept prescribed medicines that are:

- In-date
- Labelled
- Provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage

The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.

Administration – emergency medication

- All pupils at Ricards Lodge with medical conditions have easy access to their emergency medication.
- Pupils know where their medication is stored and how to access it.
- Pupils understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their medication safely.

Administration – general

- All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of a named member of staff at Ricards Lodge.
- The school 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 pupil taking medication unless they have been specifically contracted to do so.
- Training is given to all staff members who administer medication to pupils, where specific training is needed.
- Training is given to all staff members who agree to administer medication to pupils, where specific training is needed.
- All school 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 situation. 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 pupil, and preferably witnessed by a second adult.
- Parents at Ricards Lodge 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 or forgets to take their medication, staff record this and follow procedures. Parents are informed as soon as possible.

- If a pupil needs supervision or access to medication during home to school transport organised by the local authority, properly trained escorts are provided. (This is only applicable where the school employs the escorts: All escorts have the same training as school staff, know what to do in a medical emergency and are aware of any pupils in their care who have specific needs. If they are expected to supervise or administer emergency medication they are properly trained and have access to the relevant Healthcare Plans.)
- All staff attending off-site visits are aware of any pupils 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 the school makes 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 are informed as soon as possible. These pupils are subject to the school's usual disciplinary procedures.

Controlled Drugs

Controlled drugs are prescription medicines that are controlled under the Misuse of Drugs Regulations 2001 and subsequent amendments, such as morphine or methadone. Controlled drugs are kept in a secure cupboard in the school office and only named staff have access.

Controlled drugs will be easily accessible in an emergency and a record of any doses used and the amount held will be kept.

Guidance on the Storage of Medication at School

Safe storage – emergency medication

- Emergency medication is readily available to pupils who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available in an agreed place, not on a member of staff.
- Pupils know exactly where to access their emergency medication. Safe storage – non-emergency medication
- All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Pupils 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

- There is an identified member of staff who ensures the correct storage of medication at school.
- All controlled drugs are kept in a lockable cupboard and only named staff have access, even if pupils normally administer the medication themselves. The controlled drugs are kept in an area inaccessible to unsupervised pupils and the store cupboard is locked when the room is not staffed.
- Three times a year the identified member of staff checks the expiry dates for all medication stored at school
- The identified member of staff, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labelled with the pupil's name, the name and dose of the medication and the frequency of dose. This includes all medication that pupils carry themselves. Prescription-only medication needs to be labelled by the doctor, non prescription medication labelled by school.
- All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
- Medication is stored in accordance with instructions, paying particular note to temperature.
- Some medication for pupils at Ricards Lodge may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised pupils or lockable as appropriate.
- All medication is sent home with pupils at the end of the school year. Medication is not stored in 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.

Safe disposal

- Parents 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.

- Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.
- 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 pupil's parent.
- Collection and disposal of sharps boxes is dealt with appropriately by parents.

Guidance about Record Keeping

Enrolment forms

- Parents at Ricards Lodge are asked if their child has any health conditions or health issues on the enrolment form, which is filled out before the pupil start year 7.
- Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms.

Individual Healthcare Plans

Drawing up Individual Healthcare Plans

- The school uses an Individual Healthcare Plan (IHP) 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.
    - See Appendix 1 – (DfE Template Plans)
- If a pupil has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent to the pupil's parents to complete.
    - See Appendix 2 –Template B
- If a pupil has a longer term medical condition the school, the healthcare professional, parent and pupil with a medical condition (if appropriate), are asked to fill out the pupil's Healthcare Plan together.
    - See Appendix 1/2/3 - Template A/B/C
- Pupils with non-emergency medical conditions might have Additional Care Plans drawn by the school if needed. Those plans would state necessary actions needed to ensure that pupil's additional medical needs are met.

School Healthcare Plan register

- Healthcare Plans are used to create a centralised register of pupils with medical needs. An identified member of staff has responsibility for the register at Ricards Lodge.
- The responsible member of staff follows up with the parents any further details on a pupil's Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

Ongoing communication and review of Healthcare Plans

- Parents are regularly reminded to update their child's Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change.
- Staff at Ricards Lodge use opportunities such as teacher–parent interviews and home– school diaries to check that information held by the school on a pupil's condition is accurate and up to date.
- Every pupil with a Healthcare Plan at Ricards Lodge has their plan discussed and reviewed at least once a year. Review meetings will be arranged when necessary.
- An anonymised overview of the report to go to governors annually summarising key issues emerge for the plans and process including issues re access to the curriculum.

Storage and access to Healthcare Plans

- Parents and pupils are provided with a copy of the pupil's current agreed Healthcare Plan.
- Healthcare Plans are kept in the main school office on Staff Hub and on Sims.
- Apart from the central copy, specified members of staff (agreed by the pupil and parents) securely hold copies of pupils' Healthcare Plans. These copies are updated at the same time as the central copy.
- All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care.
- When a member of staff is new to a pupil group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the Healthcare Plans of pupils in their care and signed when the healthcare plans are agreed.
- The school ensures that all staff protect pupil confidentiality.

- The school seeks permission from parents to allow the Healthcare Plan to be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day. This permission is included on the Healthcare Plan.
- The school seeks permission from the pupil and parents before sharing any medical information with any other party, such as when a pupil takes part in a work experience placement.

Use of Healthcare Plans

- The plan is designed to help the school to effectively support pupils with medical conditions in accessing the curriculum and wider school life.
- They should be developed in the context of assessing and managing risks to the pupil's education, health and social well-being and to minimise time out of school/ learning. Where the pupil has a special education need this health care plan should be attached to the EHC Plan.
- Where a pupil is absent for over 15 days due to illness the school will consider reviewing or setting up a health care plan with school nursing/ GP. The aim of this review is to promote the pupil's attendance and engagement in school and maximise their access to the curriculum.
- Where this health care plan review decides that the pupil cannot attend school on medical grounds a referral will be made to the Local Authority Medical Provision for consideration.

Consent to Administer Medicines

- If a pupil requires regular prescribed or non-prescribed medication at school, parents 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 used with parents for pupils taking short courses of medication. This form is available on the school website.
    - Template B

Residential Visits and School Trips

- Parents are sent a residential visit / school trips form to be completed and returned to school. This form requests up-to-date information about the pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the pupil 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 pupil's Healthcare Plan.

- All parents of pupils with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.
- If the form includes current issues of medication - a discussion is held with the parent about how the medical condition will be managed whilst on the trip.

Other Record Keeping

- Ricards Lodge keeps an accurate record 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.
    - See Appendix 4 – Template D
- The school holds training on common medical conditions. Staff attending receive a certificate confirming the type of training they have had. A log of the medical condition training is kept by the school and reviewed every 12 months to ensure staff are suitably trained.
- All school staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. The school keeps a register of staff who have had the relevant training.
    - Appendix 5 – Template E
- Ricards Lodge keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

Ricards Lodge ensures 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

- Ricards Lodge is committed to providing a physical environment that is accessible to pupils with medical conditions, which includes school trips and journeys.

Social Interactions

- Ricards Lodge ensures 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.

- Ricards Lodge ensures the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as school events, school productions, after school clubs and residential visits.
- All staff at Ricards Lodge are aware of the potential social problems that pupils with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.
- Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

Exercise and Physical Activity

- Ricards Lodge understands the importance of all pupils taking part in sports, games and activities.
- The school ensures all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.
- The school ensures all classroom teachers, PE teachers and sports coaches understand that pupils should not be forced to take part in an activity if they feel unwell.
- Teachers and sports coaches are aware of pupils in their care who have been advised to avoid or to take special precautions with particular activities.
- Ricards Lodge ensures all PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.
- The school ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.
- The school ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Education and Learning

- Ricards Lodge ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.
- If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at Ricards Lodge understand that this may be due to their medical condition.

- Teachers 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 coordinator. The school's SEN coordinator consults the pupil, parents and the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.

Residential Visits

- Risk assessments are carried out prior to any out-of-school visit and medical conditions are considered during this process. Factors the school considers include: how all pupils 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.
- The school understands that there may be additional medication, equipment or other factors to consider when planning residential visits. The school considers additional medication and facilities that are normally available at school.
- Risk assessments are carried out before pupils start any work experience or off-site educational placement. It is the school's responsibility to ensure that the placement is suitable, including travel to and from the venue for the pupil. Permission is sought from the pupil and their parents before any medical information is shared with an employer or other education provider.

The school is aware of the common triggers that can make medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this.

- The school is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.
- 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.
- The school has a list of common triggers for the common medical conditions at Ricards Lodge. The school has written a trigger reduction schedule and is actively working towards reducing or eliminating these health and safety risks.
- Written information about how to avoid common triggers for medical conditions has been provided to all school staff.
- The school uses Healthcare Plans to identify individual pupils who are sensitive to particular triggers. The school has a detailed action plan to ensure these individual pupils remain safe during all 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 work experience placements and residential visits, taking into account the needs of pupils with medical conditions.
- The school reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to Ricards Lodge's policy and procedures are implemented after each review.

The DfE guidance 2014 lists the following unacceptable practices. This Guidance notes these issues and notes that it is important that there is a dialogue between school and parents so that the parents feel confident in the processes.

"Unacceptable Practice":

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or ignore medical evidence or opinion, (although this may be challenged);
- send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- if the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- penalise children for their attendance record if their absences are related to their medical condition eg hospital appointments;
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent should have to give up working because the school is failing to support their child's medical needs; or
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child."

Supporting students with health needs who cannot attend school

Children unable to attend school because of health needs should be able to access suitable and flexible education appropriate to their needs. A child who is unable to attend school because of their health needs will be referred to Lavender Campus (Merton Medical Education Service) or an alternative service available in their home LA. The referral form must be accompanied by a referral letter/ supporting documentation from CAMHS or other relevant medical professional. When a student has been in hospital for a prolonged period of time they will be receiving education in the hospital school if well enough to participate. When a child is in hospital, liaison between hospital teaching staff, the LA's alternative provision/home tuition service and the school can ensure continuity of provision and consistency of curriculum. School will provide support for reintegration. When reintegration into school is anticipated, the school will with hospital school, Lavender Campus/home tuition services if appropriate to plan for consistent provision during and after the period of education outside school and plan for the reintegration when appropriate.

Emergency Procedures

Staff will follow the school's normal emergency procedures (for example, calling 999). All pupils' IHPs will clearly set out what constitutes an emergency and will explain what to do.

If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent/carer arrives, or accompany the pupil to hospital by ambulance.

Training

Staff who are responsible for supporting pupils with medical needs will receive suitable and sufficient training to do so.

The training will be identified during the development or review of IHPs. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The relevant healthcare professionals will lead on identifying the type and level of training required and will agree this with [the headteacher/role of individual]. Training will be kept up to date.

Training will:

- Be sufficient to ensure that staff are competent and have confidence in their ability to support the pupils
- Fulfil the requirements in the IHPs

- Help staff to have an understanding of the specific medical conditions they are being asked to support with, their implications and preventative measures

Healthcare professionals will provide confirmation of the proficiency of staff in a medical procedure, or in providing medication.

All staff will receive training so that they are aware of this policy and understand their role in implementing it – for example, with preventative and emergency measures so that they can recognise and act quickly when a problem occurs. This will be provided for new staff during their induction.

Record Keeping

The governing board will ensure that written records are kept of all medicine administered to pupils for as long as these pupils are at the school. Parents/carers will be informed if their child has been unwell at school.

IHPs are kept in a readily-accessible place that all staff are aware of.

Liability and Indemnity

The governing board will ensure that the appropriate level of insurance is in place and appropriately reflects the school's level of risk.

Monitoring Arrangements

The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every two years.

- Ricards Lodge's medical condition policy is reviewed, evaluated and updated every 2 years in line with the school's policy review timeline.
- New Department for Children, Families and Schools and Department of Health guidance will feed into the review.
- In evaluating the policy, Ricards Lodge 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. The views of pupils with various medical conditions are actively sought and considered central to the evaluation process.

Appendix 1

Template A: individual healthcare plan

Name of school/setting	
Child's name	
Group/class/form	
Date of birth	
Child's address	
Medical diagnosis or condition	
Date	
Review date	

Family Contact Information

Name	
Phone no. (work)	
(home)	
(mobile)	
Name	
Relationship to child	
Phone no. (work)	
(home)	
(mobile)	

Clinic/Hospital Contact

Name	
Phone no.	

G.P.

Name	
Phone no.	

Who is responsible for providing support in school	

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision

Daily care requirements

Specific support for the pupil's educational, social and emotional needs

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency *(state if different for off-site activities)*

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Appendix 2

Template B: parental agreement for setting to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form, and the school or setting has a policy that the staff can administer medicine.

Date for review to be initiated by	
Name of school/setting	
Name of child	
Date of birth	
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine *(as described on the container)*	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school/setting needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	[agreed member of staff]

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) Date

Appendix 3

Template C: record of medicine administered to an individual child

Name of school/setting	
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry Date	
Quantity returned	
Dose and frequency of medicine	

Staff signature

Signature of parent

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

C: Record of medicine administered to an individual child (Continued)

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Appendix 4

Template D: record of medicine administered to all children

Name of school/setting

Date	Child's name	Time	Name of Medicine	Dose Given	Any Reactions	Signature of Staff	Print Name

Appendix 5

Template E: staff training record – administration of medicines

Name of school/setting	
Name	
Type of training received	
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. I recommend that the training is updated [name of member of staff].

Trainer's signature

Date

I confirm that I have received the training detailed above.

Staff signature

Date

Suggested review date

Appendix 6

Template F: contacting emergency services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. your telephone number
2. your name
3. your location as follows [insert school/setting address]
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
5. provide the exact location of the patient within the school setting
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. put a completed copy of this form by the phone