



.....

**MEDICAL**  
POLICY

.....

**Reviewed by:** Quality Assurance Team

**Approved By:** Proprietor/Governors

**Effective Date:** March 2024

**Next Review Date:** March 2026

# Medical Policy

## Introduction

Orion aims to support and welcome pupils with medical conditions and understands that it has a responsibility to make the school accessible, welcoming and supportive to pupils with physical and mental health conditions who currently attend and to those who may enrol in the future.

Orion aims to provide all pupils with medical conditions the same opportunities as others at school, to remain healthy and achieve their academic success. Pupils with medical conditions are encouraged to take control of their condition but will be supported by the school to do this. Orion aims to include all pupils with medical conditions in all school activities and will ensure all staff understand their duty of care to pupils in the event of an emergency.

## Clear Communication

The medical policy is clearly communicated to staff, parents and pupils.

*Parents are informed about the medical policy:*

- At the pupil admissions stage
- Where a pupil on roll is diagnosed with a medical condition post enrolment
- Via the school's website, where it is available all year round

*School staff are informed and reminded about the medical policy:*

- At staff induction and scheduled training
- Via the school's medical register

## First Aid Trained Staff

- Staff understand and are trained in what to do in an emergency for the most common serious medical conditions.
- Staff understand their duty of care to pupils in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.
- Training is refreshed for first aiders at least every two years.
- Action for staff to take in an emergency for asthma/epilepsy/anaphylaxis and diabetes is displayed on the staff notice board.

## All Staff Understand General Emergency Procedures

- All staff know what action to take in the event of a medical emergency. This includes: How to contact emergency services and what information to give, how to contact a first aid member of staff.

- Training is refreshed for all staff at least every year as a part of the school's Health and Safety training.
- Action to take in a general medical emergency is displayed on the staff notice board.
- If a pupil needs to be taken to hospital, two members of staff will accompany them if parents are unavailable or the school will ask a parents/guardian to meet the ambulance at A+E.

### **Administration of Medication**

- Orion has clear guidance on the administration of medication at school.
- All pupils at Orion with medical conditions have easy access to their emergency medication.
- All pupils are encouraged to carry and administer their own emergency medication with a spare being locked in the school office.
- Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it.

### **Administration-General**

- All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, this is done under the supervision of a first aider.
- Orion understands the importance of medication being taken as prescribed.
- Training is given to all staff members who agree to administer medication to pupils, where specific training is needed.
- Parents at the school 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.
- 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.
- All staff responsible for issuing medication to pupils must record the date and time of when medication is issued. Two staff members are required to sign that medication has issued.

### **Safe Storage of Medication**

The school has clear guidance on the storage of medication at school

Safe storage – emergency medication (epipens)

- Emergency medication is readily available to pupils who require it at all times. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available in the school office.

- All pupils who require an epipen will carry their own at all times with a spare kept in the school office.
- Pupils are reminded to keep their emergency medication with them.

#### Safe storage – non-emergency medication

- All non-emergency medication is kept in a safe storage in the school office.
- 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

- Nominated staff ensure the correct storage of medication at school
- Three times a year the nominated staff check the expiry dates for all medication stored at school
- Nominated staff along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought into school is clearly labelled with the pupil's name, the name and dose of medication and the frequency of dose. This includes all medication that pupils carry themselves.
- Some medication at the school may need to be refrigerated.
- All refrigerated medication is stored in an airtight container and is clearly labelled in the pupil refrigerator in the school office. This is in a secure area, inaccessible to unsupervised pupils.
- 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 of Medication**

- Parents are asked to collect out of date medication.
- If parents do not collect out of date medication, medication is taken to a local pharmacy for safe disposal by a nominated member of staff.
- A nominated staff member 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.

#### **Referral Information**

- At the pupil's admissions meeting parents are asked if their child has any health conditions and these are recorded on referral forms.
- Information about health conditions are also communicated by commissioning schools.

## **Healthcare Plans**

- Orion uses a healthcare plan to record important details about individual pupil's medical needs at school, their triggers, signs, symptoms, medication and other treatments. These healthcare plans are held in the pupil's folder and displayed in the school office.
- A healthcare plan, accompanied by an explanation of why and how it is used, is sent to all parents of pupils with a long term medical condition. This is sent:
  - Post enrolment
  - When a diagnosis is first communicated to the school
- If a pupil has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent home for completion.
- Parents are regularly reminded to inform the school if their child has a medical emergency or if there have been changes to their symptoms, or their medication and treatments change. This is to ensure the healthcare plans can be updated accordingly.

## **School Medical Register**

Healthcare plans are used to create a centralised register of pupils with medical needs. The school administration staff have responsibility for the register at the school.

## **Roles and Responsibilities**

Each member of the school and health community knows their roles and responsibilities in maintaining an effective medical policy. Orion works in partnership with all interested and relevant parties including all school staff, parents, governors, employers (if on work experience) and community healthcare professionals to ensure the policy is planned, implemented and maintained successfully.

The following roles and responsibilities are used for the medical policy at Orion. These roles are understood and communicated regularly through meetings and scheduled training activities.

## **Governing Body**

The governing body has a responsibility to:

- Ensure that pupils with medical conditions are supported to meet their full potential in all aspects of school life.
- Ensure the health and safety of employees and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those

staff and others leading activities taking place off-site, such as visits, outings or field trips.

- Make sure the medical policy is effectively implemented, monitored and evaluated and regularly updated.
- Ensure all staff are sufficiently trained.
- All staff are able to access training and support materials as required.

### **The Head of School**

The Head of School at Orion has a responsibility to:

- Ensure the school is inclusive and welcoming and that the medical policy is in line with local and national guidance and Department for Education guidance.
- Liaise between interested parties including pupils, school staff, special educational needs staff, pastoral support/mentors, parents and governors.
- Ensure the policy is put into action, with good communication of the policy to all.
- Ensure every aspect of the policy is maintained.
- Ensure information held by the school is accurate and up to date and that there are good information sharing systems in place using pupil's healthcare plans.
- Ensure pupil confidentiality.
- Identify the training and development needs of staff and arrange for them to be met.
- Ensure all staff deliver all services against all individual healthcare plans.
- Ensure all supply staff and new teachers know the medical policy.
- Update the medical policy at least once a year according to review recommendations and recent local and national guidance and legislation.

### **All Staff**

All staff at Orion 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 medical policy.
- Know which pupils in their care have a medical condition.
- 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.
- 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.

### **Teaching Staff**

Teachers at Orion 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 professional and special educational needs staff if a pupil is falling behind with their work because of their condition.

### **First Aiders**

First aiders at Orion have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school.
- When necessary ensure that an ambulance or other professional medical help is called.

### **Special Educational Needs Staff**

The Special Educational Needs Staff have a responsibility to:

- Help update the school's medical policy.
- Know which pupils have a medical condition and which have special educational needs because of their condition.
- Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or coursework.

### **Local Doctors and Healthcare Professionals**

Local doctors and specialist healthcare caring for pupils, who attend Orion, have a responsibility to:

- Where possible, and without compromising the best interests of the pupil, try to prescribe medication that can be taken outside of school hours.
- Ensure the pupil knows how to take their medication effectively.
- Ensure pupil under their care have regular reviews of their condition and their medication.
- Provide Orion with information, advice and support regarding individual pupils with medical conditions (with the consent of the pupil and their parents)

## **Pupils**

The pupils at Orion 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.
- Treat all medication with respect.
- Know how to gain access to their medication in an emergency.
- Ensure a member of staff is called in an emergency situation.
- Contribute through discussion to the development of their individual healthcare plan.

## **Parent or Carers**

The parents or carers of a pupil at Orion have a responsibility to:

- Tell the school if their child has a medical condition.
- Give written and signed consent that they permit their child to self-administer medication if appropriate.
- Ensure the school has a complete and up-to-date Healthcare plan for their child.
- Inform the school about the 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 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 they provide the school with up to date contact information.
- Support the development of the individual health care plan.

## **Compliance**

This policy complies with the statutory requirements set down in the Supporting pupils at school with medical conditions (April 2014) and has been written with regard to:

- Section 19 of the Education Act 1966
- The Medicines Act 1968
- The Misuse of Drugs Act 1971

- The Health and Safety at Work Act 1974
- Section 3 of the Pupils' Act 1989
- Section 17 of the Pupils' Act 1989
- Section 21 of the Education Act 2002
- Section 175 of the Education Act 2002
- Section 10 of the Pupils' Act 2004
- Section 3 of the NHS Act 2006
- The Equality Act 2010
- Regulation 5 of the School Premises (England) regulations 2012 (As amended)
- The SEND Code of Practice 2015
- Children and families Act 2014
- Previous Guidance on Managing Medicines In Schools September 2014