



# **Filey School**

## **Coast and Vale Learning Trust**

### Medical Policy

Issue No	Author	Date written	Approved by Governors	Comments
1	K Charters	June 2023		

#### **School Medical Policy**

#### **1 General Statement**

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- 1.1 Our school welcomes and supports learners with medical and health conditions. We aim to include all learners with medical conditions in all school activities, including off site visits, differentiated as appropriate. We recognise that some medical conditions may be defined as disabilities and consequently come under the Equalities Act 2010.
- 1.2 **In addition to this school policy we also use the more detailed North Yorkshire ‘Procedures for Supporting Children & Young People with Medical Conditions August 2021’**

## **2 Aims**

- 2.1 This policy aims to ensure that:
- Learners, staff and parents understand how our school will support learners with medical conditions;
  - Learners with medical conditions are properly supported so that they can:
    - play a full and active role in school
    - remain healthy
    - achieve their academic potential
    - access the same opportunities as other learners including school trips and sporting activities
  - Parents and learners have confidence in the school’s ability to provide effective support for medical conditions in school
- 2.2 The Local Governing Committee (LGC) will implement this policy by:
- Making sure sufficient staff are suitably trained;
  - Making staff aware of learners’ conditions, where appropriate;
  - Making sure there are cover arrangements to ensure someone is always available to support learners with medical conditions;
  - Providing supply teachers with appropriate information about the policy and relevant learners;
  - Developing and monitoring Individual Health Care Plans (IHCPs).
  - Working collaboratively with NYCC and Health Services
- 2.3 The named person with responsibility for implementing this policy is Kate Charters.

## **3 Legislation and Statutory Responsibilities**

- 3.1 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 learners at their school with medical conditions.
- 3.2 It is also based on the Department for Education’s statutory guidance on [Supporting Pupils with Medical Conditions at School](#).

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- 3.3 It has been written alongside NYCC's Policy & Procedures for supporting children at school with medical conditions and children who cannot attend because of health needs.
- 3.4 This policy also complies with our funding agreement and articles of association.

## **4 Planning Ahead**

- 4.1 We have a responsibility to plan ahead for learners with medical conditions who may enrol for our school in the future and we do this by:
- Having some staff who have the duties of administering medicines and undertaking health care procedures written into their job descriptions.
  - ensuring other staff are aware that they may volunteer to do these duties and that they also have responsibilities in emergency situations.
  - having record keeping procedures in place for administering medication
  - having storage facilities in place for medication
  - having identified a suitable area within school for undertaking health care procedures
  - having suitable toileting facilities for learners which are clean, safe and pleasant to use
  - Having flexible policies which take into account medical conditions e.g. we do not refuse access to the toilet at any time to any learner with a medical condition that requires this.
  - appointing a member of staff to be our Named Person for medical needs
  - following the guidance provided by the Local Authority in 'Procedures for Supporting Children & Young People with Medical Conditions' August 2021

## **5 Trustees Responsibilities**

- 5.1 The Trustees have ultimate responsibility to make arrangements to support learners with medical conditions. They approve a Trust wide SEND Policy and ensure that a template is provided to the schools.

## **6 Local Governing Committee (LGC) Responsibilities**

- 6.1 The LGC will approve this policy on an annual basis and satisfy themselves it is being adhered to.
- 6.2 The LGC will ensure that sufficient staff have received suitable training and are competent before they are responsible for supporting children with medical conditions.

## **7 Headteacher's Responsibilities**

- 7.1 The Headteacher holds overall responsibility for the following but may delegate some of the responsibilities to a named person:
- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks.
  - Liaise between interested parties including learners, school staff, pastoral support/welfare officers, teaching assistants, Health Services, NYCC, parents and governors

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- Ensure information held by the school is accurate and up to date and that there are good information sharing systems in place using Individual Health Care plans
- Ensure learner's confidentiality
- Make sure all staff are aware of this policy and understand their role in its implementation
- Ensure that there is a sufficient number of trained staff available to implement this policy and deliver against all Individual Health Care Plans (IHCPs), including in contingency and emergency situations
- Ensure that all staff who need to know are aware of a child's condition
- Take overall responsibility for the development & monitoring of IHCPs
- Make sure that school staff are appropriately insured and aware that they are insured to support learners in this way
- Contact the Growing Healthy 0-19 Service for advice, consultation and support for children and families with Emotional Health & Resilience needs.
- Ensure that systems are in place for obtaining information about a child's medical needs and that this information is kept up to date
- Ensure absences due to medical needs are monitored and alternative arrangements for continuing education are in place
- Check medication held in school, at least termly, for expiry dates and dispose of accordingly
- Inform parents when supply of medicine needs replenishing / disposing
- Quality assure record keeping
- Work together to quality assure staff competency in specific procedures
- Regularly remind staff of the school medical policy and procedures
- Where a learner is open to the Medical Education Service (MES) the head teacher will:
  - Identify a named school contact to liaise directly with the MES
  - Ensure the named contact arranges regular Pupil Reintegration Education Plan (PREP) meetings in a timely way

- Ensure the learner's teachers liaise directly with the MES & share appropriate resources (laptop/schemes of work/lesson plans etc) prior to provision from the MES starting
- Arrange an appropriate space in school for the learner to have provision from the MES
- Ensure school is in regular contact with the learner and parent/carer
- Maintain safeguarding responsibility & identify the Designated Safeguarding Lead (DSL)
- Enter the learner for exams & arrange access & invigilation arrangements
- make arrangements for EHCARs and EHCP Reviews where appropriate
- facilitate career interviews
- be active in the monitoring of progress and the reintegration into school, using key staff to facilitate the reintegration into school
- Support transitions

## **8 School staff Responsibilities**

- 8.1 Supporting learners with medical conditions during school hours is not the sole responsibility of one person. Any member of staff may be asked to provide support to learners with medical conditions, although they will not be required to do so. This includes the administration of medicines.
- 8.2 Those staff who take on the responsibility to support learners with medical conditions will receive sufficient and suitable training, and will achieve the necessary level of competency before doing so.
- 8.3 Teachers will take into account the needs of learners with medical conditions that they teach. All staff will know what to do and respond accordingly when they become aware that a learner with a medical condition needs help.
- 8.4 All staff 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 and implement the medical policy
  - Know which learners in their care have a medical condition
  - Allow all learners 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 learners who carry their medication with them have it when they go on a school trip or out of the classroom e.g. to the field for PE

- Be aware of learners with medical conditions who may be experiencing bullying or need extra social support
- Ensure all learners with medical conditions are not excluded unnecessarily from activities they wish to take part in
- Ensure learners have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

## **9 Teaching Staff Responsibilities**

9.1 Teachers at this school have a responsibility to:

- Ensure learners who have been unwell catch up on missed school work
- Be aware that medical conditions can affect a learner's learning and provide extra help when needed
- Liaise with parents, healthcare professionals and special educational needs co-ordinator if a learner is falling behind with their work because of their condition
- If a child is open to the MES the learner's teachers will:
  - Liaise directly with the MES
  - Share schemes of work, lessons plans & resources with the MES in a timely manner prior to the provision starting
  - Moderate & standardise work completed by the learner at least once a term

## **10 First Aider's Responsibilities**

10.1 First aiders at this school 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.
- Check the contents of first aid kits and replenish as necessary.

10.2 We have trained first aiders on site at all times throughout the school day who are aware of the most common serious medical conditions at this school. All PE teachers are first aid trained. Training is refreshed triennially.

## **11 School Educational Needs Co-Ordinator Responsibilities**

11.1 The SEN Co-Ordinator has a responsibility to:

- Ensure that the school's medical condition policy is updated usually in the Spring Term to be published on the school's website by 31 March.

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- Know which learners have a medical condition and which have special educational needs because of their condition.
- Ensure teachers make the necessary arrangements if a learner needs special consideration or access arrangements in exams or coursework.
- Where a child has SEN but does not have an EHCP, ensure their SEN is mentioned in their IHCP.
- Where the child has a SEN identified in an EHCP, ensure the IHCP is linked to or a part of that EHCP.

## **12 Learner Responsibilities**

12.1 Learners with medical conditions will often be best placed to provide information about how their condition affects them. Learners should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their IHCPs. They are also expected to comply with their IHCPs.

12.2 Learners will:

- Treat other learners with and without a medical condition equally
- Tell their parents/carers, teacher or nearest staff member when they or another learner is not feeling well. We remind all learners of this on an annual basis in tutor or mentor time and in school planners.
- Treat all medication with respect
- Know how to gain access to their medication (includes emergency medication)
- Ensure a member of staff is called in an emergency situation

## **13 Parent Responsibilities**

13.1 Parents are expected to support their child by:

- Telling school if their child has / develops a medical condition
- Immediately informing (the school office) in writing if there are any changes to their child's condition or medication.
- Ensuring that they/ their emergency representative is contactable at all times.
- Administering medication out of school hours wherever possible
- Undertaking health care procedures out of school hours wherever possible
- Ensuring they supply school with correctly labelled in date medication.
- Completing the necessary paperwork e.g. request for administration of medication
- Collecting any out of date or unused medicine from school for disposal
- Keeping their child at home if they are not well enough to attend school / infectious to other people

- Ensuring their child catches up on any school work they have missed.
- Ensuring their child has regular reviews about their condition with their doctor or specialist healthcare professional.
- Being involved in the development and review of their child's IHCP and may be involved in its drafting
- Carrying out any action they have agreed to as part of the implementation of the IHCP, e.g. provide medicines and equipment, and ensure they or another nominated adult are contactable at all times.

13.2 Parents/carers who do not provide this support should be aware that we may not be able to fully support their learner's medical condition in school.

## **14 Equal Opportunities**

14.1 Our school is clear about the need to actively support learners with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

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

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

## **15 Procedure To Be Followed When School Is Notified That A learner Has A Medical Condition**

15.1 Notification of a learners medical condition may come via a number of routes e.g. by parents/carers, Healthy Child nurse, admission forms etc.

15.2 Whatever the route the Headteacher / named person must be informed as soon as possible.

15.3 They must then:

- Seek further information about the condition
- Determine with the support of parents and relevant health professional whether an Individual Healthcare Plan is required
- Identify any medication / health care procedures needed
- Identify any aspects of a learners care they can manage themselves
- Identify which staff will be involved in supporting the learner
- Identify what, if any, training is needed, who will provide this and when
- Identify which staff need to know the details of the learners medical condition and inform them as appropriate
- Ensure parent/s written permission is received for any administration of

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medication

- 15.4 The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for learners who are new to our school.

## **16 Individual Health Care Plans**

- 16.1 When the school is notified that a pupil has a medical condition, the process outlined below will be followed to decide whether the learner requires an IHCP. NB Please note that the IHCP would normally cover everything that would be covered in a Risk Assessment so it is unlikely that a separate risk assessment would be required.
- 16.2 The Headteacher has overall responsibility for the development of IHCPs for learners with medical conditions. Kate Charters (SENDCo) has responsibility for producing them and is overseen by the Headteacher.
- 16.3 Plans will be reviewed at least annually, or earlier if there is evidence that the learner's needs have changed. Plans will be kept according to NYCC guidance & the requirements of the UK GDPR.
- 16.4 Plans will be developed with the learner's best interests in mind and will set out:
- What needs to be done;
  - When;
  - By whom.
- 16.5 Not all learners with a medical condition will require an IHCP. It will be agreed with a Health care professional and the parents when an IHCP would be inappropriate or disproportionate. This will be based on evidence. If there is no consensus, the Headteacher will make the final decision. Any decisions made and the reasons for them must be adequately recorded and the information shared with parents unless there is a safeguarding concern.
- 16.6 Plans will be drawn up in partnership with the school, parents and a relevant healthcare professional, such as the school nurse, specialist or paediatrician, who can best advise on the learner's specific needs. The learner will be involved wherever appropriate.
- 16.7 IHCPs will be linked to, or become part of, any Education, Health and Care plan (EHCP). If a learner has SEN but does not have an EHCP, the SEN will be mentioned in the IHCP.
- 16.8 The level of detail in the plan will depend on the complexity of the learner's condition and how much support is needed. The LGC and SENDCo, will consider the following when deciding what information to record on IHCPs:
- The medical condition, its triggers, signs, symptoms and treatments;
  - The learner's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary

requirements and environmental issues, e.g. crowded corridors, travel time between lessons;

- Specific support for the learner's educational, social and emotional needs. For example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
  - The level of support needed, including in emergencies. If a learner is self-managing their medication, this will be clearly stated with appropriate arrangements for monitoring;
  - Who will provide this support, their training needs, expectations of their role and confirmation of proficiency to provide support for the learner's medical condition from a healthcare professional, and cover arrangements for when they are unavailable;
  - Who in the school needs to be aware of the learner's condition and the support required;
  - Arrangements for written permission from parents and the Headteacher for medication to be administered by a member of staff, or self-administered by the learner during school hours;
  - Separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the learner can participate, e.g. risk assessments;
  - Where confidentiality issues are raised by the parent/learner, the designated individuals to be entrusted with information about the learner's condition;
  - What to do in an emergency, including who to contact, and contingency arrangements.
- 1.1 We send completed and signed Individual Health Care Plans electronically to [insurance@northyorks.gov.uk](mailto:insurance@northyorks.gov.uk) this includes Individual Health Care plans detailed using the NYCC template or any other format.

## 17 Administration of Prescribed Medication at School

17.1 Wherever possible we allow learner to carry their own medicines and relevant devices and where learner self-administer we will provide supervision as appropriate

- We will only administer medication at school when it is essential to do so and where not to do so would be detrimental to a learners health.
- We will only accept medication that has been **prescribed** by a doctor, dentist, nurse prescriber or pharmacist prescriber and are in-date, labelled and provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage.

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- We will not give **Aspirin, Ibuprofen or Paracetamol** to any learner under 16 unless it is prescribed or in line with point 18 below. Parents/carers are welcome to come during lunch breaks to administer. We do not keep any stocks of medication in school.
- The school will accept insulin that is inside an insulin pen or pump rather than its original container, but it must be in date.
- We only give medication when we have written parental permission to do so.
- Where appropriate, learners are encouraged to carry and administer their own medication with a spare being kept at school reception securely.
- Medication not carried by the learner is stored at school reception securely.
- Controlled drugs are stored in school reception securely.
- Learners who do not carry and administer their own medication know where it is stored and how to readily access it.

## 18 Administration of Non-Prescribed Medication at School

18.1 **Non-prescribed** medication can only be administered in a school where it is absolutely essential to the learner's health and where it cannot be taken out of the school's hours.

- When non-prescribed medicine is administered it must have prior written parental consent form and a record of administration form must be kept.
- The school should ensure they treat the non-prescribed medication the same as if it were prescribed i.e. checking the packaging, expiry date, dosage, administration instructions, correct storage etc.
- Non – prescribed medication should be given by the parents/carers who are welcome to come into school to do this.
- Aspirin, Ibuprofen or Paracetamol will not be given less than 4 hours since the last dose or the start of the school day if we do not know when the last dose was given.

## 19 Administration of Medication – General

- 19.1 All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a learner taking medication unless they have been specifically contracted to do so or it is in their job description.
- 19.2 For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to learners but only with a parent/carer's written consent.
- 19.3 Some medicines require staff to receive specific training on how to administer it from a registered health professional.

## **20 Learners Who Can Manage Their Own Needs**

- 20.1 We encourage all learners to manage as much of their own needs as is appropriate. The SENDCo will determine after discussion with parents whether a learner is competent to manage their own medicine and procedures. Where a learner has been recently diagnosed, or has an additional disability/condition e.g. visual impairment, we support them to gradually take on more of their own care, over time, as appropriate with the aim of them becoming as independent as possible.
- 20.2 We aim for our learners to feel confident in the support they receive from us to help them do this.

## **21 Safe Storage - General**

- The Headteacher ensures the correct storage of medication at school.
- The senior admin staff, under direction from the SENDCo, ensure the expiry dates for all medication stored at school are checked at least termly and informs parents by letter in advance of the medication expiring.
- Some medications need to be refrigerated. These are stored in a clearly labelled airtight container in the fridge located in school reception. This area is inaccessible to unsupervised learners. Learners will be informed about where their medicines are at all times and be able to access them immediately.
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens will always be readily available to learners and not locked away.
- Medicines will be returned to parents to arrange for safe disposal when no longer required.

## **22 Safe Disposal**

- 22.1 Parents/carers are asked to collect out of date medication.
- 22.2 If parents/carers do not collect out of date medication, it is taken to a local pharmacy for safe disposal.
- 22.3 Disposal of medication is recorded on the administration of medication record.

## **23 School Trips**

- 23.1 Staff organising our school trips ensure:
- They plan well in advance.
  - They seek information about any medical / health care needs which may require management during a school trip. This is specifically relevant for residential visits when learners may require medication / procedures that they would not normally require during the daytime.
  - That any medication, equipment, health care plans are taken with them and kept appropriately during the trip.
  - They do a risk assessment which includes how medical conditions will be

managed in the trip. Staff are aware that some learners may require an individual risk assessment due to the nature of their medical condition.

## **24 Unacceptable Practice**

24.1 School staff use their discretion about individual cases and refer to a learner's Individual Healthcare Plan, where they have one, however; it is not generally acceptable to:

- Prevent learners from accessing their inhalers or other medication
- Assume every learner with the same condition requires the same treatment
- Ignore the views of the learner and their parents/carers
- Ignore medical evidence or opinion although this may be challenged
- Send learners with medical conditions home frequently or prevent them from staying for normal school activities e.g. lunch unless it is specified in the learner's Individual Healthcare Plan
- Send any ill learners to the school office or medical room without a suitable person to accompany them
- Penalise learners for their attendance record if their absences relate to their medical condition e.g. hospital appointments
- Prevent learners from drinking, eating or taking toilet breaks whenever they need in order to manage their medical condition
- Require parents, or otherwise make them feel obliged to come into school to provide medical support to their child, including toileting issues and manual handling issues
- Prevent learners from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips e.g. by requiring the parent to accompany the learner.

## **25 Emergencies**

25.1 We are aware that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

25.2 We have a procedure in place for dealing with emergencies and all staff know they have a duty to take swift action. The senior admin staff, under direction from the SENDCo, ensure that all staff feel confident in knowing what to do in an emergency. Details of how to call an ambulance are kept by the 'phone at the school office. This procedure is revisited annually at whole school staff meetings and this needs to include all staff including admin staff.

25.3 If a learner needs to be taken to hospital, an ambulance will be called and, if parents are not available, a member of staff will accompany and school will phone the parent(s)/carer(s) to meet the ambulance at casualty. The member of staff will stay with the learner until a parent/carers arrives. Health professionals are responsible for any decisions on medical treatment in the absence of a parent.

25.4 Staff will not take a learner to hospital in their own car unless it is an absolute

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necessity and never unaccompanied.

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

## **26 Staff Training**

- 26.1 Staff who support learners with specific medical conditions must receive additional training from a registered health professional. Training requirements are determined via Individual healthcare plans. The senior admin staff, under direction from the SENDCo, are responsible for ensuring staff are suitably trained by liaising with the relevant healthcare professional. Any member of staff who is trained but feels unable to carry out these duties competently (for example due to having an injury/condition themselves or due to further training being required) must report this as soon as possible to the senior admin staff, under direction from the SENDCo, who will make appropriate arrangements.
- 26.2 The senior admin staff, under direction from the SENDCo, keep a training record and ensures training is refreshed as appropriate. The Headteacher is involved in determining the competency of a member of staff in undertaking specific procedures.
- 26.3 Staff who complete records i.e. for dispensing medication or dealing with a learner with a medical condition are shown by the senior admin staff, under direction from the SENDCo how these are to be completed and managed. The SENDCo quality assures this on 6 monthly basis.
- 26.4 Arrangements for induction of new staff involve reading and understanding this policy, reviewing the student medical register, and inducting staff on the emergency procedures and information present around school.
- 26.5 Staff must not give prescription medicines or undertake healthcare procedures without appropriate training. In some cases written instructions from the parent or on the medication container dispensed by the pharmacist is sufficient and the senior admin staff, under direction from the SENDCo will determine this.

## **27 Whole School Staff Awareness Training**

- 27.1 We aim for all staff to receive basic awareness training in the following more common conditions:
- asthma
  - epilepsy
  - allergic reaction
- 27.2 This training is delivered by an online platform agreed by the Director of SEND and is refreshed every 3 years as a minimum.
- 27.3 This is supported by having generic information about these conditions located in prominent positions

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- Reception
- Staff room

## 28 Record Keeping

28.1 The LGC will ensure that written records are kept of all medicine administered to learners for as long as these learners are at the school. Parents will be informed if their learner has been unwell at school.

28.2 The following records are kept in school

Name of record	Location of record	Who completes it	Who quality assures it & how often
Whole school administration of medication record	Central admin office (reception)	Senior admin staff	SENCo – every term
Individual administration of medication record - for learners who have frequent & regular medication	Central admin office (reception)	Senior admin staff	Termly
Staff training log – including first aid	HR	Senior admin staff/HR manager	Termly
School Medical Register	Central admin office (reception)	Senior admin staff	Termly

28.3 All these records will be kept securely and in accordance with our Records Retention and Disposal Schedule & the requirements of the UK GDPR. All electronic records will be password protected.

## 29 Enrolment Forms

29.1 We ask on our enrolment form if a learner has any medical /health conditions and again at regular times.

## 30 School Medical Register

30.1 We keep a centralised register of learners with medical needs. The

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Headteacher / named person has responsibility for keeping the register up to date.

### **31 Asthma**

31.1 School staff are aware that, although it is a relatively common condition, asthma can develop into a life-threatening situation.

31.2 We have a generic asthma plan in place in school which details how asthma attacks are managed. This plan is displayed in prominent locations in school

- Reception
- Staff room

31.3 Learners who have asthma will not have an Individual Healthcare Plan unless their condition is severe or complicated with further medical conditions.

31.4 The Trust Board has agreed that Headteachers can choose to keep emergency Salbutamol inhalers and spacers in school for use by learners who have a diagnosis of asthma and whose parents/carers have given us written permission for the learner to use it. This would be in rare circumstances where an inhaler has become lost or unusable. Parents/carers are informed by standard letter if their child has used the school's emergency inhaler.

31.5 Senior admin staff, under direction from the SENDCo are responsible for managing the stock of the emergency school Salbutamol inhalers.

31.6 The emergency salbutamol inhalers will be kept in reception. Along with a register of learners whose parents/carers has given permission for these to be used as appropriate.

31.7 The senior admin staff, under direction from the SENDCo, are responsible for ensuring the emergency inhalers and spacers are disposed of.

### **32 School Defibrillator**

32.1 As part of our first aid equipment schools can choose to purchase a defibrillator. Where this is the case, they will notify their local NHS ambulance service of this decision and ensure all staff are trained in its use. The senior admin staff, under direction from the SENDCo, are responsible for checking the unit is kept in good condition. This is done on a monthly basis.

### **33 Data Protection**

33.1 We will only share information about a learner's medical condition with those staff who have a role to play in supporting that child's needs. In some cases e.g. allergic reactions it may be appropriate for the whole school to be aware of the needs. In other cases e.g. toileting issues, only certain staff involved need to be aware. We will share medical information with regards to medical information where this is necessary.

33.2 Coast and Vale Learning Trust is registered with the ICO as a data controller. We have a number of privacy notices on the Trust website including one related



to the processing of learner and parent information and this can be found on the Trust website. The privacy notice details the types of data we collect, including special category data and the legal reasons we rely on. All our staff receive formal Data Protection training as well as regular refreshers.

### **34 School Environment**

- 34.1 We will ensure that we make reasonable adjustments to be favourable to learners with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

### **35 Physical Environment**

- 35.1 We have an accessibility plan which outlines how we aim to develop our facilities and staffing to meet potential future health care needs e.g. improved physical access, improved toilet facilities.

### **36 Education and Learning**

- 36.1 We ensure that learners with medical conditions can participate as fully as possible in all aspects of the curriculum and ensure appropriate adjustments and extra support are provided.
- 36.2 Teachers and support staff are made aware of learners in their care who have been advised to avoid or take special precautions with particular activities.
- 36.3 We ensure teachers and PE staff are aware of the potential triggers for learner's medical conditions when exercising and how to minimise these triggers.
- 36.4 Staff are aware of the potential for learners with medical conditions to have special educational needs (SEN). The school's SEN coordinator consults the learner, parents/carers and learner's healthcare professional to ensure the effect of the learners condition on their schoolwork is properly considered.

### **37 Home to School Transport**

- 37.1 Parents/carers are responsible for informing SEN transport or Integrated Passenger transport if their child has a medical need that they may require assistance with during the journey to and from school.

### **38 Dignity and Privacy**

- 38.1 At all times we aim to respect the dignity and privacy of all learners with medical conditions we do this by only sharing information with those who have a role in directly supporting the learners needs.

### **39 Liability and Indemnity**

- 39.1 We will ensure that we are a member of the Department for Education's risk protection arrangement (RPA).

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39.2 In the event of a claim alleging negligence by a member of staff, civil actions are likely to be brought against the employer.

## **40 Complaints**

40.1 Parents/carers with a complaint about their child's medical condition should discuss these directly with the SENDCo in the first instance. If the SENDCo cannot resolve the matter, they will direct parents to the Trust's complaints procedure.

40.2 For details on how to make a complaint around medical issues in school please follow our complaints procedure available from The Trust's website.

## **41 Monitoring Arrangements**

41.1 The School Policy will be reviewed and approved by the Local Governing Committee every year, this will usually be in the Spring term and on the school's website by 31 March.

## **42 Distribution of the School Medical Policy**

42.1 **Parents** are informed about this school medical policy:

- At the start of the school year
- In the school newsletter at intervals in the school year
- When their child is enrolled as a new learner
- Via the school's website, where it is available all year round

42.2 **School staff** are informed and reminded about this policy

- Via online school medical register
- At scheduled medical conditions training / school training days
- Whole school staff meetings
- Is available via SharePoint
- Upon induction of new staff to school (and the Trust Central Team where this is appropriate)

42.3 **Local Governing Committees** should review this policy annually by 31 March.

## **43 Links to Other Policies**

43.1 This policy links to the following policies:

- Trust SEND Policy
- Trust Data Protection Policy
- Trust Complaints Policy
- Other relevant school policies:
  - School Accessibility Plan

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- School SEND policy

## 44 Being Notified a learner has a Medical Condition

