



Supporting Pupils with Medical Conditions in School

We are a Rights Respecting School in accordance with UNICEF (United Nations Children's Fund). Our aim is to promote and protect the rights of all children in Ganton School to an education, to be healthy, to have a childhood, to be treated fairly and to be heard so that they can survive, grow, participate and fulfil their potential. Ganton School puts the United Nations Convention on the Rights of the Child (CRC) at the heart of all policies, practice and ethos.

Everyone at Ganton School who comes into contact with children and families has a role to play in safeguarding and promoting the welfare of children by;

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes.
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Working Together to Safeguard Children 2018

Headteacher: Mr Alec Young

Review Date: February 2026

An inclusive community committed to excellence in personalised learning and well-being.



Context

- Ganton School is an inclusive community that supports and welcomes pupils with a wide range of disabilities and diverse medical conditions. Pupils with these disabilities and medical conditions will be offered the same opportunities as others at school.
- Ganton School is committed to the safeguarding of children in our care and staff understand that they have a crucial role in noticing indicators of possible abuse or neglect and in referring concerns to the appropriate agency. (Working Together to Safeguard Children 2018)
- Ganton School believes that educating children and their families about healthy lifestyles is an important part of the work of the school and supports our bid to raise awareness about the Convention on the Rights of the Child (CRN), in particular Article 23: “Children who have any kind of disability have the right to special care and supportso that they can live full and independent lives”; Article 24: “Children have the right to good quality health care – the best health care possible – to safe drinking water, nutritious food, a clean and safe environment, and information to help them stay healthy” and Article 25 “Children who are looked after by their local authorities, rather than their parents, have the right to have these living arrangements looked at regularly to see if they are the most appropriate. Their care and treatment should always be based on “the best interests of the child”.
- This policy should be read in conjunction with the school’s First Aid, Intimate Care and Safeguarding policies.

The Policy Framework

1. Ganton School is an inclusive community that aims to support and welcome pupils with disabilities and medical conditions.
2. Ganton School’s ‘Supporting Pupils with Medical Conditions in School’ policy is drawn up in consultation with a wide-range of local key stakeholders within both the school and health settings.
3. The ‘Supporting Pupils with Medical Conditions in School’ policy is supported by a clear communication plan for staff, parents* and other key stakeholders to ensure its full implementation.
4. All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school.
5. All staff understand and are trained in the school’s general emergency procedures.
6. Ganton School has clear guidance on the administration of medication at school.
7. Ganton School has clear guidance on the storage of medication at school.
8. Ganton School has clear guidance about record keeping.
9. Ganton School ensures that the whole school environment is inclusive and favorable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.
10. Ganton School is aware of the common triggers that can make common 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.
11. Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.

12. The medical conditions policy is regularly reviewed, evaluated and updated annually.

1. Ganton School is an inclusive community that aims to support and welcome pupils with medical conditions

- Ganton School understands that it has a responsibility to make the school welcoming and supportive to pupils with disabilities and medical conditions who currently attend and to those who may enroll in the future.
- Ganton School aims to provide all children with all disabilities and medical conditions the same opportunities as others at school.
- Pupils with disabilities and medical conditions are encouraged to learn about and take control of their condition with support. Pupils feel confident in the support they receive.
- Ganton School aims to include all pupils with disabilities and medical conditions in all school activities.
- Parents* of pupils with medical conditions feel secure in the care their children receive at this school.
- Ganton 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.
- Ganton 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 Ganton School. Staff receive training on the impact this can have on pupils.
- The 'Supporting Pupils with Medical Conditions in School' policy is understood and supported by the whole school and local health community.

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

2. Ganton School's 'Supporting Pupils with Medical Conditions in School' policy has been drawn up in consultation with a wide range of local key stakeholders within both the school and health settings.

- Ganton School has consulted on the development of this medical condition policy with a wide-range of key stakeholders within both the school and health settings. These key stakeholders include:
 - Pupils with medical conditions via School Councils
 - Parents via Friends of Ganton School (FROGS)
 - School nurse and other local healthcare professionals including physiotherapists, occupational therapists and speech and language therapists
 - Head teacher, Senior Leadership Team and School Governors
 - Teaching Staff

- All other school staff
- The views of pupils with various medical conditions were actively sought and considered central to the consultation process.
- All key stakeholders were consulted in two phases:
 - initial consultation during development of the policy
 - comments on a draft policy before publication.
- Ganton School recognises the importance of providing feedback to those involved in the development process and is committed to acknowledging input and providing follow-up to suggestions put forward.

3. The ‘Supporting Pupils with Medical Conditions in School’ policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation

- Pupils are informed and regularly reminded about the ‘Supporting Pupils with Medical Conditions in School’ policy :
 - Through the work of the School Council
 - Through the delivery of a skills based Creative Curriculum
 - Through school-wide communication about results of the monitoring and evaluation of the policy presented in an accessible format.
- Parents are informed and regularly reminded about the ‘Supporting Pupils with Medical Conditions in School’ policy :
 - By including the policy statement in the school’s prospectus 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 admitted to the school as a new pupil
 - Through the school’s website www.gantonschool.org.uk
 - Through school-wide communication about results of the monitoring and evaluation of the policy.
- School staff are informed and regularly reminded about the ‘Supporting Pupils with Medical Conditions in School’ policy:
 - Through discussion at the first staff meeting of the school year and before Healthcare Plans are distributed to parents
 - At scheduled medical conditions training
 - Through the key principles of the policy being displayed within in each phase and in all medical rooms.
 - Through school-wide communication about results of the monitoring and evaluation of the policy
 - All supply and temporary staff are informed of the policy during their induction.

- Relevant local health staff and other external stakeholders are informed and regularly reminded about the school's 'Supporting Pupils with Medical Conditions in School' policy:
 - Via primary care trust (PCT) links and the school nurse
 - Through communication about the monitoring and evaluation of the policy.

4. All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at Ganton School

- All staff at Ganton School are aware of the most common serious medical conditions at this school.
- Staff at Ganton School 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. Trained staff may administer medication.
- All staff who work with groups of pupils at Ganton School receive training and know what to do in an emergency for the pupils in their care with medical conditions.
- Training is refreshed for all staff at least once a year. The level of training required may vary according to the role of the staff member.
- Action for staff to take in an emergency for the common serious conditions at this school is displayed in prominent locations for all staff including classrooms, kitchens and the staff room*.
- Ganton School uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.
- Ganton School has procedures in place so that a copy of the pupil's Healthcare Plan is sent to the emergency care setting with the pupil. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the care setting as soon as possible.
- Ganton School has procedures in place so that a copy of the pupil's Healthcare Plan is taken by a staff member to the hospital in the event of an emergency.

* Emergency procedure posters are displayed for anaphylaxis, asthma, diabetes and epilepsy – download from www.medicalconditionsatschool.org.uk.

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

- All staff know what action to take in the event of a medical emergency. This includes:
 - A thorough knowledge of the ambulance protocol for the school which states that a First Aider with knowledge of the pupil should make the emergency call and then communicate with the emergency services

- Where to find the medical information that the emergency services will require in both the primary and secondary sites i.e. in the medical rooms at both sites
 - Who to contact within the school e.g. the Senior Leader on site and the admin team, who will contact the parent or carers.
- Training is refreshed for all staff at least once a year. The level of training required may vary according to the role of the staff member.
 - Action to take in a general medical emergency is displayed in prominent locations for staff. These include classrooms, the staff room, food preparation areas and sporting facilities.
 - If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The school tries to ensure that the staff member will be one the pupil knows.
 - Staff should not take pupils to hospital in their own car.

6. Ganton School has clear guidance on the administration of medication at school

Administration – 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, access to that medication will be provided by trained staff.
- All emergency medication, with the exception of asthma inhalers, will be stored in locked medicine trolleys which can be secured to a wall overnight, or locked medicine cabinets within classrooms.
- Keys for these trolleys and cabinets will be held by the designated first aiders in each part of the school and handed over when responsibility passes from one person to another.
- Keys will also be held by the Admin Officer for emergency access.
- Medication which requires refrigeration will be stored in a secure designated fridge in the medical room
- Asthma inhalers are to be stored within the teaching areas of the pupils who use them and clearly signposted.
- A register of asthmatic pupils will state clearly who has an inhaler and where it is located. Asthma plans for individuals will be shared with relevant staff and reviewed regularly

Administration – general

- All use of medication is done under the supervision of named members of staff at Ganton School.
- Ganton 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.

- There are sufficient members of staff at Ganton School who have been specifically trained to administer medication, to meet the needs of all the pupils. These staff are clearly identified on information sheets in the teaching areas and in the medication trolleys and cabinets. These are updated annually.
- Non-prescribed medication in the form of Paracetamol may be given to pupils for the treatment of menstrual cramps at the onset of puberty but only with the written consent of the pupil's parent. Thereafter it is expected that parents will arrange to have this medication prescribed.
- The administration of Ice packs should be in line with the relevant first aid training and should be monitored by staff who are currently certified first aid trained. Children who are in receipt of an Ice pack should be supervised at all times.
- No other non-prescribed medication will be administered.
- Training is given to all staff members who administer medication to pupils by qualified nursing or medical practitioners. This includes long term daily medications, short term medications e.g. antibiotics and all emergency medications e.g. rescue medications for epilepsy.
- Specialist training will be given for the administration of Buccal Midazolam, rectal Diazepam, oral suction, the administration of oxygen and enteral tube feeding for pupils with gastrostomies.
- Staff will **not** replace gastrostomy tubes that have come out
- The insurers provide full indemnity.
- 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.
- Parents of Ganton School pupils 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. This may be by phone TBC in writing ASAP.
- If a pupil at Ganton School refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.
- If a pupil at Ganton School needs supervision or access to medication during home to school transport organised by the local authority, properly trained escorts are provided. All drivers and escorts should 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 Ganton School makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.
- If a pupil accidentally or intentionally misuses either medication, their own or another pupil's, their parents are informed as soon as possible.
- Staff will ensure that medication is correctly signed in and out using the correct form and record this on CPOMS stating name of medication, batch number (if present and relevant), expiry date, integrity of seal and relevant conversation with parent should seal integrity be compromised and reason for sign out.
- If the seal integrity of the medication is compromised in any way, staff must make

parents aware of this, request new, sealed medication is sent in to school and record on CPOMS.

- Staff will ensure that if medication leaves site with a child in an ambulance, it is signed out correctly

7. Ganton School has clear 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, access to that medication will be provided by trained staff.
- Pupils, whose healthcare professionals and parents advise the school that their child is not yet able or old enough to self-manage and carry their own emergency medication, will be monitored by trained staff at all times and treated as required.

Safe storage – non-emergency medication

- All non-emergency medication is kept in a secure place, in a lockable cupboard in the medical room or classroom. Staff working with 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 are identified members of staff who ensure the correct storage of medication at school.
- All controlled drugs are kept in a locked cupboard and only trained staff have access.
- Each term the identified members of staff check the expiry dates for all medication stored at school.
- The identified members of staff, along with the parents of pupils with medical conditions, ensure that all emergency and non-emergency medication brought in to school is clearly labeled with the pupil's name, the name and dose of the medication and the frequency of dose. Unidentified medication will not be administered.
- 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.
- The storage of Ice packs should be considered as part of the safe storage of medication. Ice packs should be stored in a central freezer within the department that should not be accessible to children and staff should be aware of the designated

location. It is the responsibility of all staff to ensure that Ice packs are replaced in the freezer after use.

- Some medication for pupils at this school 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 an area, inaccessible to unsupervised pupils and lockable.
- 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

- Out-of-date medication is returned to parents via Home School transport.
- Named members of staff are responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done termly and is always documented. (See Form 4)
- 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 in this school 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 arranged with the local authority's environmental services.

8. Ganton School has clear guidance about record keeping

Admission forms

- Parents of Ganton School pupils are asked if their child has any health conditions or health issues on the admission form.
- Parents are also asked to consent to the involvement of healthcare professionals
- Parents are asked to inform the school of any changes to their child's medical condition or medication as soon as possible. This may be by telephone TBC in writing ASAP

Signing In/Out forms and CPOM entry

- Staff will ensure that medication is correctly signed in and out using the correct form and record this on CPOMS stating name of medication, batch number (if present and relevant), expiry date, integrity of seal and relevant conversation with parent should seal integrity be compromised and reason for sign out.
- If the seal integrity of the medication is compromised in any way, staff must make parents aware of this, request new, sealed medication is sent in to school and record on CPOMS.

Healthcare Plans

Drawing up Healthcare Plans

- Ganton School uses a Healthcare Plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required. (See Form 1)
- 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. Home visits will be made to support parents in the understanding of these plans if necessary.

This is sent:

- at the start of the school year
 - on admission
 - 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 to the pupil's parents to complete.
 - The parents and healthcare professional of pupils with a medical condition, are asked to fill out the pupil's Healthcare Plan together. Parents then return these completed forms to the school.
 - Ganton School ensures that a relevant member of school staff is also present, if required to help draw up a Healthcare Plan for pupils with complex healthcare or educational needs

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 this school.
- 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 of Ganton School pupils 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 Ganton School use opportunities such as annual review meetings 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 Ganton School has their plan discussed and reviewed at least once a year.

Storage and access to Healthcare Plans

- Parents of Ganton School pupils, and pupils if appropriate, are provided with a copy of the pupil's current agreed Healthcare Plan.
- Healthcare Plans are kept in a secure central location at school.
- 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.
- Ganton School ensures that all staff protect pupil confidentiality.
- Ganton 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.
- Ganton 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

Healthcare Plans are used by Ganton School to:

- Inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care
- Remind staff working with pupils with medical conditions to administer their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times
- Identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of common triggers
- Ensure that all medication stored at school is within the expiry date
- Ensure Ganton School's local emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency
- Remind parents of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

Consent to administer medicines

- If a pupil requires regular prescribed or occasional 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 sent to parents for pupils taking short courses of medication.
- All parents of pupils with a medical condition who may require medication in an emergency are asked to provide consent on the Healthcare Plan for staff to administer medication.
- If a pupil requires regular/daily help in administering their medication then the school outlines the school's agreement to administer this medication on the pupil's Healthcare Plan. The school and parents keep a copy of this agreement.
- Parents of pupils with medical conditions at this school are all asked at the start of the school year on the Healthcare Plan if they and their child's healthcare professional believe the child is able to manage, carry and administer their own emergency medication.

Residential visits

- Parents are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit. 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.
- The residential visit form also details what medication and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away.

Other record keeping

- Ganton School 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 Form 2)
- All pupils who go off site on educational visits take a copy of their Healthcare Plan and any medication taken off site is logged in and out of the medical trolley by the designated staff member. (See Form 3)
- Ganton School holds training on common medical conditions once a year. All 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 all new staff receive training.
- All new staff will receive medical procedure training as part of their induction.
- 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 on its database.
- Ganton School keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training on its database.

9. Ganton School 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

- Ganton School is committed to providing a physical environment that is accessible to pupils with medical conditions.
- Pupils with medical conditions are included in the consultation process to ensure the physical environment at Ganton School is accessible.
- Ganton School's commitment to an accessible physical environment includes out-of-school visits. The school recognises that this sometimes means changing activities or locations.

Social interactions

- Ganton School 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.
- Ganton School ensures the needs of pupils with medical conditions are adequately considered to ensure they have full access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits.
- All staff at Ganton School 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
- Ganton School understands the importance of all pupils taking part in physical activity, sports and games and the impact this can have on their physical and emotional well-being
- Ganton 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.
- Ganton 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.
- Ganton School 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 minimize these triggers.
- Ganton School ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.
- Ganton School ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Education and learning

- Ganton School 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 Ganton School understand that this may be due to their medical condition.
- Teachers at Ganton School are aware of the potential for pupils with medical conditions

to be absent from school. Pupils with medical conditions who are finding it difficult to keep up with their learning are offered support

- Ganton School ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum.
- Pupils at Ganton School learn about what to do in the event of a medical emergency i.e. get the help of a nearby adult.

Residential visits

- Risk assessments are carried out by Ganton School prior to any out-of-school visit and medical conditions are considered during this process. Factors this 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.
- Ganton School understands that there may be additional medication, equipment or other factors to consider when planning residential visits. Ganton 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 Ganton 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.

9. Ganton 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

- Ganton 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 this school. 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.
- Ganton 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 this school's policy and procedures are implemented after each review.

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

- Ganton School 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 this school. These roles are understood and communicated regularly.

Employer

Ganton School's employer has a responsibility to:

- ensure the health and safety of their 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
- ensure health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions
- make sure the medical conditions policy is effectively monitored and evaluated and regularly updated
- report to parents, pupils, school staff and the local authority about the successes and areas for improvement of this school's medical conditions policy
- provide indemnity for staff who volunteer to administer medication to pupils with medical conditions.

Head teacher

Ganton School'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
- 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 the policy is put into action, with good communication of the policy to all
- 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
- delegate staff members 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.

Governors

Ganton School's governors have a responsibility to:

- ensure that pupils at the school with medical conditions routinely access the support they need and in doing so can access and enjoy the same opportunities as other pupils
- be aware that some conditions may be obvious and others less so, yet both may be life threatening or affect the quality of life
- ensure that the individual needs of pupils are taken into account through health Care Plans which are written in conjunction with families and health care professionals
- ensure that the systems developed in the school show an understanding of the impact of health care on the ability to learn, develop self-care and confidence
- ensure that training of staff is timely and appropriate and relevant to the needs of the pupils
- ensure that robust policies, procedures and record keeping systems are in place to meet the medical needs of children in a way that maintains the confidence of parents and carers and is supported by medical professionals
- ensure that the most recent government guidance is followed

All school staff

All staff at this school 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
- 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 access to appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teaching staff

Teachers at this school 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

The school nurse at this school has a responsibility to:

- help update the school's medical conditions policy
- help provide regular training for school staff in managing the most common medical conditions at school
- provide information about where the school can access other specialist training.

First aider

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 with the school
- when necessary ensure that an ambulance or other professional medical help is called.

Local doctors and specialist healthcare professionals

Individual doctors and specialist healthcare professionals caring for pupils who attend this school, have a responsibility to:

- complete the pupil's Healthcare Plans provided by parents
- where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours
- ensure the parents/cares of a child or young person knows how they should take their medication effectively
- ensure children and young people have regular reviews of their condition and their medication
- provide the school with information and advice regarding individual children and young people with medical conditions (with the consent of the pupil and their parents)
- understand and provide input in to the school's medical conditions policy.

Emergency care services

Emergency care service personnel in this area have a responsibility to:

- have an agreed system for receiving information held by the school about children and young people's medical conditions, to ensure best possible care
- understand and provide input in to the school's medical conditions policy.

Pupils

The pupils at this school 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 this school 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
- 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 (Phone Call followed by information in writing)
- 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, medication with strength, correct dosage and times of administration.
- 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 i.e. 48 hours after a bout of sickness or diarrhea
- 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.

12. The medical conditions policy is regularly reviewed evaluated and updated. Updates are produced bi-annually

- Ganton School's medical condition policy is reviewed, evaluated and updated bi-annually in line with the school's policy review timeline.
- New Department for Children, Families and Schools and Department of Health guidance is actively sought and fed into the review.
- In evaluating the policy, Ganton School 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. These key stakeholders include:
 - pupils
 - parents
 - school nurse and/or school healthcare professionals
 - headteacher
 - teachers
 - all other school staff
 - local emergency care service staff (including A & E and ambulance staff)
 - local health professionals
 - the school employer
 - school governors.
- The views of pupils with various medical conditions are actively sought and considered central to the evaluation process.

Legislation and guidance

Introduction

Local authorities, schools and governing bodies are responsible for the health and safety of pupils in their care.

Areas of legislation that directly affect a medical conditions policy are described in more detail in Managing Medicines in Schools and Early Years Settings. The main pieces of legislation are the Disability Discrimination Act 1995 (DDA), amended by the Special Educational Needs and Disability Act 2001 (SENDA) and the Special Educational Needs and Disability Act 2005.

These acts make it unlawful for service providers, including schools, to discriminate against disabled people. Other relevant legislation includes the Education Act 1996, the Care Standards Act 2000, the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Medicines Act 1968.

This section outlines the main points from the relevant legislation and guidance that schools should consider when writing a medical conditions policy.

Supporting Pupils with Medical Conditions in School (April 2014)

New guidance to support pupils with medical conditions in school which places greater emphasis on the role of the governing body.

Managing Medicines in Schools and Early Years Settings (2004)

This provides guidance from the DfES (now DCFS) and DH on managing medicines in schools and early years' settings. The document includes the following chapters:

- developing medicines policies
- roles and responsibilities
- dealing with medicines safely
- drawing up a Healthcare Plan
- relevant forms.

Medical Conditions at School: A Policy Resource Pack is designed to work alongside Managing Medicines in Schools and Early Years Settings.

Disability Discrimination Act 1995 (DDA) and the Special Educational Needs and Disability Acts (2001 and 2005)

Many pupils with medical conditions are protected by the DDA and SENDA, even if they don't think of themselves as 'disabled'.

The Commission for Equality and Human Rights (CEHR) (previously the Disability Rights Commission) publishes a code of practice for schools, which sets out the duties under the DDA and gives practical guidance on reasonable adjustments and accessibility. The CEHR offers information about who is protected by the DDA, schools' responsibilities and other specific issues.

Schools' responsibilities include:

- not to treat any pupil less favourably in any school activities without material and sustainable justification
- to make reasonable adjustments that cover all activities – this must take into consideration factors such as financial constraints, health and safety requirements and

the interests of other pupils. Examples of reasonable adjustments can be found in the DfES resource: Implementing the DDA in Schools and Early Years Settings*

- to promote disability equality in line with the guidance provided by the DCSF and CEHR through the Disability Equality Scheme.

*DfES publications are available through the DCSF.

The Education Act 1996

Section 312 of the Education Act covers children with special educational needs, the provisions that need to be made and the requirements local health services need to make to help a local authority carry out its duties.

The Care Standards Act 2000

This act covers residential special schools and responsibilities for schools in handling medicines.

Health and Safety at Work Act 1974

This act places duties on employers for the health and safety of their employees and anyone else on their premises. This covers the head teacher and teachers, non-teaching staff, pupils and visitors.

Management of Health and Safety at Work Regulations 1999

These regulations require employers to carry out risk assessments, manage the risks identified and to communicate these risks and measures taken to employees.

Medicines Act 1968

This act specifies the way that medicines are prescribed, supplied and administered.

Additional guidance

Other guidance resources that link to a medical conditions policy include:

National Service Framework for Children and Young People and Maternity Services (2004) – provides standards for healthcare professionals working with children and young people including school health teams

Health and Safety of Pupils on Educational Visits: A Good Practice Guide (2001) – provides guidance to schools when planning educational and residential visits

Misuse of Drugs Act 1971 – legislation on the storage and administration of controlled medication and drugs

Home to School Travel for Pupils Requiring Special Arrangements (2004) – provides guidance on the safety for pupils when traveling on local authority provided transport

Including Me: Managing Complex Health Needs in School and Early Years Settings (2005).

Further advice and resources

The Anaphylaxis Campaign PO Box 275 Farnborough Hampshire GU14 6SX Phone 01252 546100 Fax 01252 377140 info@anaphylaxis.org.uk www.anaphylaxis.org.uk	Asthma UK Summit House 70 Wilson Street London EC2A 2DB Phone 020 7786 4900 Fax 020 7256 6075 info@asthma.org.uk www.asthma.org.uk	Diabetes UK Macleod House 10 Parkway London NW1 7AA Phone 020 7424 1000 Fax 020 7424 1001 info@diabetes.org.uk www.diabetes.org.uk
Epilepsy Action New Anstey House Gate Way Drive Yeadon Leeds LS19 7XY Phone 0113 210 8800 Fax 0113 391 0300 epilepsy@epilepsy.org.uk www.epilepsy.org.uk	Long-Term Conditions Alliance 202 Hatton Square 16 Baldwins Gardens London EC1N 7RJ Phone 020 7813 3637 Fax 020 7813 3640 info@ltca.org.uk www.ltca.org.uk	National Children's Bureau National Children's Bureau 8 Wakley Street London EC1V 7QE Phone 020 7843 6000 Fax 020 7278 9512 www.ncb.org.uk
Council for Disabled Children National Children's Bureau 8 Wakley Street London EC1V 7QE Phone 020 7843 1900 Fax 020 7843 6313 cdc@ncb.org.uk www.ncb.org.uk/cdc	www.education .gov.uk www.dh.gov.uk	

Initial Equality Impact Assessment																												
Impact Groups			Pupils			Staff			Families			Governors			Volunteers			Visitors			Wider Community							
			✓			✓			✓			✓			✓			✓			✓							
Does or could this policy have a negative impact on any of the following?																												
Age			Disability			Gender/ Gender Identity			Marriage/ Marital status			Pregnancy or Maternity			Race			Religion or Belief			Sexual Orientation			Verdict				
Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N
	✓			✓			✓			✓			✓			✓			✓			✓			✓			✓
Does or could this policy help to promote equality for any of the following?																												
Age			Disability			Gender/ Gender Identity			Marriage/ Marital status			Pregnancy or Maternity			Race			Religion or Belief			Sexual Orientation			Verdict				
Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N
✓			✓			✓			✓			✓			✓			✓			✓			✓			✓	
Does data collected from the equality groups have a positive impact on this policy?																												
Age			Disability			Gender			Gender Identity			Pregnancy or Maternity			Race			Religion or Belief			Sexual Orientation			Verdict				
Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N	?	Y	N
✓			✓			✓			✓			✓			✓			✓			✓			✓			✓	
Conclusion:						We have come to the conclusion after taking an initial equality impact assessment that a full assessment is / is not required.																						
Status of Policy:						Existing Policy																						
						New/Proposed Policy																						
						Updated Policy												✓										
Initial Equality Impact Assessment completed by: Eddy Wharton																												
Initial Equality Impact Assessment approved by: SLT																												
Date: 05/10/18																												