



Mount Pleasant School Supporting Children with Medical Conditions

This document must be read in conjunction with Defence Instruction Notice for Health Provision in BFSAI.

This school is an inclusive community that welcomes and supports pupils with medical conditions, **who have received medical clearance and approval from BFSAI**, providing all pupils with any medical condition the same opportunities as others at school.

- We make sure all staff understand their duty of care to children and young people in the event of an emergency.
- All staff feel confident in knowing what to do in an emergency.
- This school understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood.
- We school understand the importance of medication and care being taken as directed by healthcare professionals and parents.
- All staff will understand the medical conditions that affect pupils at this school. Staff will receive training on the impact medical conditions can have on pupils.
- The named member of school staff responsible for this medical conditions policy and its implementation is Gary Margerison

School Policy framework

The school policy follows the DCYP/MOD schools policy directive - Supporting pupils at school with medical conditions, 2016.

1. This school is an inclusive community that supports and welcomes pupils with medical conditions **who have received medical clearance and approval from BFSAI**. We are welcoming and supportive of pupils with medical conditions and provide children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other pupils.

1.1 This school will listen to the views of pupils and parents.

1.2 Our aim is for pupils and parents to feel confident in the care they receive from this school and the level of that care meets their needs.

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

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



- 1.5 We work with MOD commissioned health providers to understand and support the medical conditions policy.
- 1.6 This school understands that all children with the same medical condition will not have the same needs.
- 1.7 The school recognises that while the duties in the Children and Families Act (England only) and Equality Act (England, Wales and Scotland) are not incorporated into service law they do relate to children with a disability or medical condition and as such we will make reasonable adjustments within the local context of overseas locations.
2. This school's medical conditions policy involves pupils, parents, school staff, members of the SGC, and where available MOD commissioned school nurses (**not available in BFSAI**) and other relevant supporter organisations.
3. All children with a medical condition will have an individual healthcare plan (IHP), detailing exactly what care a child needs in school, when they need it and who is going to give it.
- 3.1 The IHP also includes information on the impact any health condition may have on a child's learning, behaviour or classroom performance.
- 3.2 The IHP is drawn up with input from the child (if appropriate) their parent/carer, relevant school staff and healthcare professionals, ideally a specialist if the child has one.
- 3.3 Parents at this school understand that they should let the school know immediately if their child's needs change.
4. All staff understand and, where possible, are trained in what to do in an emergency for children with medical conditions at this school.
- 4.1 All school staff, including temporary or supply staff, are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency.
- 4.2 A child's IHP should, explain what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.
- 4.3 If a pupil misuses their medication, or anyone else's, their parent is informed as soon as possible and, depending on the circumstances, staff conduct will be considered.
- 4.4 All staff understand and are trained in the school's general emergency procedures.
- 4.5 All staff, including temporary or supply staff, know what action to take in an emergency and receive updates at least yearly.
- 4.6 If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance or Search and Rescue Helicopter. Staff will not take pupils to hospital in their own car.



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

5.1 This school understands the importance of medication being taken and care received as detailed in the pupil's IHP.

5.2 This school will make sure that there are more than one member of staff who have been trained to administer the medication and meet the care needs of an individual child, **although it should be noted that training provision in BFSAI may be limited and it may not be possible to have any staff trained for this.** This school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies **although it should be noted that training provision in BFSAI may be limited and it may not be possible to have any staff trained for this.** Appropriate levels of insurance and liability cover are in place.

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

5.4 When administering medication this school will check the maximum dosage and when the previous dose was given. Parents will be informed. This school will not give a pupil under 16 aspirin unless prescribed by a doctor.

5.5 This school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays **although it should be noted that training provision in BFSAI may be limited and it may not be possible to have any staff trained for this.**

6. This school has clear guidance on the storage of medication and equipment at school.

6.1 This school makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities, and is not locked away.

6.2 Pupils may carry their emergency medication with them if they wish/this is appropriate.

6.3 Pupils may carry their own medication/equipment, or they should know exactly where to access it.

6.4 Pupils can carry controlled drugs if they are competent, otherwise this school will keep controlled drugs stored securely, but accessibly, with only named staff having access.

6.5 Staff at this school may administer a controlled drug to a pupil only once they have had appropriate training, e.g. by an appropriate healthcare professional.

6.6 This school will make sure that all medication is stored safely, and that pupils with medical conditions know where they are at all times and have access to them immediately.



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

6.8 Parents are asked to collect all medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term.

6.9 This school disposes of needles and other sharps in line with local policies and will always seek help from the local medical centre. If required sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local healthcare procedures.

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

7. This school makes sure that all staff providing support to a pupil and other relevant teams have received suitable training and ongoing support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP.

This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence, and this school keeps an up-to-date record of all training undertaken and by whom.

8. This 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.

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

8.2 This school makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits, ***although it should be noted that provision in BFSAI may be limited.***

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

9. This 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.



- 9.1 This school is committed to identifying and reducing triggers both at school and on out-of-school visits.
- 9.2 School staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers. It has a list of the triggers for pupils with medical conditions at this school, has a trigger reduction schedule and is actively working towards reducing/eliminating these health and safety risks, **although it should be noted that provision in BFSAI may be limited and it may not be possible to have any staff trained for this.**
- 9.3 The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.
- 9.4 This school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.
10. This school has clear guidance about record keeping.
- 10.1 Parents at this school are asked if their child has any medical conditions on the enrolment form.
- 10.2 This school uses an IHP to record the support an individual pupil needs around their medical condition. The IHP is developed with the pupil (where appropriate), parent, school staff, and relevant healthcare services (**specialist nurse - not available in BFSAI**).
- 10.3 This school has a centralised register of IHPs, and an identified member of staff has the responsibility for this register.
- 10.4 IHPs are regularly reviewed, at least every year or whenever the pupil's needs change.
- 10.5 The pupil (where appropriate) parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for the pupils in their care.
- 10.6 This school makes sure that the pupil's confidentiality is protected.
- 10.7 This school seeks permission from parents before sharing any medical information with any other party.
- 10.8 This school meets with the pupil (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the pupil's IHP which accompanies them on the visit.
- 10.9 This school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.



10.10 This school makes sure that all staff providing support to a pupil and other relevant teams have received suitable training and ongoing support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence, and this school keeps an up-to-date record of all training undertaken and by whom, **although it should be noted that provision in BFSAI may be limited and it may not be possible to have any staff trained for this.**

11. Where a child is returning to school following a period of hospital education or alternative provision (including home tuition), this school will work to ensure that the child receives the support they need to reintegrate effectively.

This school works in partnership with all relevant parties including the pupil (where appropriate), parent, SGC, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

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

12.1 This school works in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing body, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

12.2 This school is committed to keeping in touch with a child when they are unable to attend school because of their condition

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

In evaluating the policy, this school seeks feedback from key stakeholders including pupils, parents, school healthcare professionals, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services, governors and the school employer. The views of pupils with medical conditions are central to the evaluation process.

Further information and advice is available from DCYP – targeted services; locally based MOD commissioned health services as well as generally online at www.medicalconditionsatschool.org.uk



MED FORM 1 - MOD Schools

REQUEST FOR SCHOOL TO ADMINISTER PRESCRIBED MEDICATION

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

The school will not give your child a non-prescription medicine under any circumstances. The medicine should be packed and labelled professionally (with the patient information leaflet included). Where possible, not more than one week's supply should be sent at once. The pharmacist's original container is suitable but it must contain details of the frequency of administration and the expiry date.

DETAILS OF SCHOOL

School name & tel no	
Contact person & tel no	

DETAILS OF PUPIL

Surname:		
Forename(s)		
Unit Address		
Male / Female	Date of birth	
Class teacher		
Condition		

MEDICATION

Name of medicine:		
Duration of treatment		
Dosage & method of administration		
Timing		
Self administration?	Yes / no	Date of prescription



Emergency Procedures:

Parent / carer contact details:

DECLARATION

I accept that this is a service which the school is not obliged to undertake.

I confirm that my child's Doctor has stated that (s)he considers it is necessary for the medication to be taken during school hours.

Signature of parent/carer and date signed



MEDFORM 1a - MOD Schools

CONFIRMATION OF THE HEADTEACHER'S AGREEMENT TO ADMINISTER MEDICATION

The medicine should be packed and labelled professionally (with the patient information leaflet included). Where possible, not more than one week's supply should be sent at once. The pharmacist's original container is suitable but it must contain details of the frequency of administration and the expiry date.

The school will not give your child a non-prescription medicine under any circumstances.

I agree that

will receive

every day at

She / he will be given / will be supervised whilst he / she takes their medication by

This arrangement will continue until

Date & signature of Headteacher or
Named / Authorised Member of
Staff)

A copy of this form should be retained by the parent / carer and with the school's medical records.



MEDFORM 3 - MOD Schools

REQUEST FOR A PUPIL TO CARRY MEDICATION IN SCHOOL

This form must be completed by parent(s) / carer(s)

If staff have any concerns discuss this request with healthcare professionals

DETAILS OF SCHOOL / SETTING

School name & tel no	
Contact person & tel no	

DETAILS OF PUPIL

Surname:		
Forename(s)		
Unit Address		
Male / Female	Date of birth	
Class teacher		
Condition		

MEDICATION

Name of medicine:		
Duration of treatment		
Dosage & method of administration		
Timing		
Self administration?	Yes / no	Date of prescription



DETAILS OF PARENT / CARER

:

I would like my son/daughter to keep his/her medicine on him/her for use as necessary.

I accept that this is a service which the school is not obliged to undertake.

I confirm that my child's Doctor has stated that (s)he considers it is necessary for the medication to be taken during school hours.

Parent / carer signature

Relationship to pupil:

IMPORTANT INFORMATION

The medicine should be packed and labelled professionally (with the patient information leaflet included). Where possible, not more than one week's supply should accompany the child.

The pharmacist's original container is preferable, but it must contain details of the frequency of administration and the expiry date.



MED FORM 4 - MOD Schools

HEALTHCARE PLAN FOR PUPILS WITH MEDICAL NEEDS

DETAILS OF SCHOOL

School name & Tel No	
Contact person & Tel No	

DETAILS OF PUPIL

Surname:		Space for Photograph	
Forename(s)			
Male / Female			
Date of birth			
Class / Form			
Medical Condition			
Agencies Involved			
Date plan started		Review date	

MAIN FAMILY CONTACT

Name & Relationship			
Tel No Home		Tel No Work	
Mobile Phone No(s)			

FAMILY CONTACT 2

Name & Relationship			
Tel No Home		Tel No Work	
Mobile Phone No(s)			



FAMILY CONTACT 3 – to be used when parent is away from usual place of work

Name & Relationship			
Tel No Home		Tel No Work	
Mobile Phone No(s)			

DETAILS OF MEDICAL CENTRE

Health Professional & Tel No	
Medical Centre and Tel No	

DETAILS OF PUPIL’S NEEDS & CONDITION

Description of medical needs and child’s symptoms	
Description of daily care requirements (before / after sports or meals etc)	
Description of what constitutes an emergency and action to take	
Follow-up care	
Who is responsible in an emergency (state if different for off-site activities)	



PARENTAL RESPONSIBILITY

- Parents will inform the school of any changes in the child's condition, required medication or dosage, in writing.
- Parents will provide the correct medication clearly labelled with the child's details, in the original dispensed container.
- Parents will check medicine regularly to ensure that it is not past its "expiry date" and is usable.
- In the case of Anaphylaxis parents will regularly remind their child to avoid the know allergen and any substance / foods that may initiate an adverse reaction.
- In the case of Anaphylaxis parents will provide a suitable packed lunch and snack, or give written consent to their child receiving a school meal and where appropriate talk with the School Catering Service.
- Parents should give consideration to the child's transport requirements with regard to their ongoing medical needs.

DECLARATION

Signature of parent or carer and date signed	
Signature of Headteacher and date signed	
Signature of Healthcare Professional and date signed	
Signature of pupil (where appropriate) and date signed	



MED Form 5 - MOD Schools

AUTHORISATION FOR THE ADMINISTRATION OF RECTAL DIAZEPAM TO
ACCOMPANY A HEALTH CARE PLAN

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

DETAILS OF SCHOOL

School name & tel no	
Contact person & tel no	

DETAILS OF PUPIL

Surname:		
Forename(s)		
Unit Address		
Male / Female	Date of birth	
Class teacher		

MEDICATION

should be given mg of Rectal Diazepam as

follows: If he has a *prolonged epileptic seizure lasting over

minutes **OR**

If he has serial seizures lasting over minutes.

An **Ambulance** should be called for if the seizure has not resolved after ... minutes.

Signature of parent or carer and date
signed

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Signed: **Gary Margerison**

Date: **19/09/16**

Agreed by SGC 12/16