

**Procedure 1.1 Storage of Medicines at School**

## 1.0 Aim

The purpose of this procedure is to ensure that all emergency and non-emergency medicines are stored in a safe and secure manner, and that easy and timely access to the medicines is maintained whenever required.

## 2.0 Scope

This procedure covers the safe storage of prescription and non-prescription medicines issued to Helsby High School by the parents of students for administration or self-administration whilst on school premises or whilst on educational visits organised by the school.

This procedure does not, however, detail appropriate procedures for administration of prescription and non-prescription medicines to students.

## 3.0 References

Procedure 1.2 Administration of Medicines at School

## 4.0 Definitions

Prescription Medicines	Controlled medication which can only be accessed by a prescription issued by a GP
Non Prescription Medicines	Medication which may be obtained over the counter or via a pharmacy without the requirement for a prescription issued by a GP

## 5.0 Procedure

## 5.1 Roles and Responsibilities

## 5.1.1 The Headteacher and The School Leadership Team

The Headteacher and Senior Leadership Team are responsible for ensuring that facilities for safe and secure storage of emergency and non-emergency medication are maintained at an accessible location where-ever students are based.

They are also responsible for ensuring that all personnel with responsibility for storage and administration of medication, including controlled drugs, are given appropriate training.

## 5.1.2 Responsible Medication Officer

It is the responsibility of the Responsible Medication Officer to ensure that all emergency and non-emergency medication is securely stored and is accessible to the student whenever it is required.

## 5.1.3 All Staff

It is the responsibility of all teaching and support staff employed at Helsby High School to be aware of the storage location of emergency

and non-emergency medication for students within their care. They should also fully understand how to access this medication.

This responsibility should be extended to all temporary teaching staff for the duration of their tenure at school.

It shall be the responsibility of the designated Deputy Headteacher to ensure that this information is communicated to all new staff (permanent or temporary) as part of their induction.

## 5.2 Procedure

### 5.2.1 Storage of Emergency Medication

Emergency medication is readily available to students who require it at all times during the school day or at off-site activities.

It is expected that most students at this school carry their emergency medication on them at all times. Students are reminded to carry their emergency medication with them and are expected to keep their own emergency medication securely.

If the student is considered unable or too young to self-manage and carry their own emergency medication, the school will ensure that they know exactly where to access their emergency medication.

Emergency salbutamol inhalers are stored at 8 locations around the school and all staff have been trained on where to find these and how to administer them.

If the emergency medication is a controlled drug and needs to be locked up, it will be stored in the Medical Cabinet. The keys for this store are to be readily available and are not to be held personally by members of staff. Two keys to the store will be maintained at different locations within the school buildings. These are located at Student Services and Finance Office. Access to the store is limited to nominated staff, even if students normally administer the medication themselves.

### 5.2.2 Storage of Non-emergency Medication

All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. This cupboard is located in Medical Room. Students with medical conditions are advised regarding where their medication is stored and how to access it. The keys for this store are to be readily available and are not to be held personally by members of staff. Two keys to the store will be maintained at different locations within the school buildings. These are located at Student Services and Finance Department. Access to the store is limited to nominated staff, even if students normally administer the medication themselves.

### 5.2.3 Safe storage – general

The storage of medication at school is managed by the Responsible Medication Officer.

All medication brought into school, whether held by the student or stored by the school, must be stored in the original container and clearly labelled with the following

- Student Name
- Name of Medication
- Expiry Date
- Prescribers Instructions for administration (including dose and frequency)

Form 1.1F "Storage of Medicine" form should be filled out for all medicine which is held in storage by the school. This is to be signed by the parent or guardian of the child. One copy of form 1.1F is required for each medicine. Completed forms are to be held in a secure location. This form is to be amended whenever medicine is administered to the child.

Medication must be stored in accordance with instructions, paying particular note to temperature. Some medication for students at this school may need to be refrigerated. All refrigerated medication must be stored in an airtight container, which is clearly labelled. A refrigerator is dedicated for the storage of medication. This is located in the Medical Room. The keys for this area are to be readily available and are not to be held personally by members of staff. Access to the store is limited to nominated staff, even if students normally administer the medication themselves.

#### 5.2.4 Safe disposal

An inventory of medicines will be performed by the Responsible Medication Officer at the end of each school term. This inventory check should review quantity and expiry dates for all medication stored at school.

The inventory check shall confirm that all stocks of medicine held by the school can be accounted for. Any medication which has passed the expiry date written on the original packaging shall be removed from storage and made ready for disposal. Parents shall be asked to collect out-of-date medication. If parents do not pick up out-of-date medication, at the end of the school year the medication is taken to a local pharmacy for safe disposal.

Medication is not stored during summer holidays. All medication is sent home with students at the end of the school year. 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.

A Sharps Box shall be provided for the safe disposal of needles. Parents obtain sharps boxes from the child's GP or Pediatrician on prescription. Unless otherwise required for emergency administration of medicines, the Sharps Box shall be stored in a locked store. If a Sharps Box is needed on an off-site or residential visit, a nominated member of staff is responsible for its safe storage and return to a local pharmacy, the school or to the student's parent.

Appropriate collection and disposal of Sharps Boxes is arranged with the local authority's environmental services department.

5.3 Monitoring and Reviewing the Procedure

This procedure will be reviewed on a periodic basis and reissued. Period for review shall not exceed 12 months.

6.0 Supporting Documentation

Form 1.1F Storage of Medicines  
[Link to location of electronic file]

### Procedure 1.2 Administration of Medicine at School

#### 1.0 Aim

The purpose of this procedure is to ensure that all emergency and non-emergency medicines are administered to students in a safe and secure manner, and in line with the most appropriate guidance for administration.

#### 2.0 Scope

This procedure covers the administration of safe storage of prescription and non-prescription medicines issued to students for emergency and non-emergency conditions whilst on school premises or whilst on educational visits organised by the school.

#### 3.0 References

Procedure 1.1 Storage of Medicines at School  
Procedure 1.4 Healthcare Plans and Medication Records  
Misuse of Drugs Act 1971

#### 4.0 Definitions

Prescription Medicines	Controlled medication which can only be accessed by a prescription issued by a GP
Non -prescription Medicines	Medication which may be obtained over the counter or via a pharmacy without the requirement for a prescription issued by a GP
Parent	Any person or body with parental responsibility such as foster parent, carer, guardian or local authority.

#### 5.0 Procedure

##### 5.1 Roles and Responsibilities

##### 5.1.1 The Headteacher and The School Leadership Team

The Headteacher and Senior Leadership Team are responsible for ensuring that sufficient personnel are trained to assist with the administration of medication for emergency and non-emergency conditions where-ever students are based when under the care of Helsby High School.

They are also responsible for ensuring that all personnel with responsibility for storage and administration of medication, including controlled drugs, are given appropriate training.

##### 5.1.2 Responsible Medication Officer

It is the responsibility of the Responsible Medication Officer to ensure that all emergency and non-emergency medication, and associated records, are securely stored and accessible to the student whenever required.

It is also the responsibility of the Responsible Medication Officer to ensure that at least one appropriately trained person (Medication Supervisors) is available to assist with the administration of medication where-ever this is required. This should also include school arranged educational visits.

### 5.1.3 All Staff

It is the responsibility of all teaching and support staff employed at Helsby High School to be aware of the storage location of emergency and non-emergency medication for students within their care. They should also fully understand how to access this medication and, if required, an appropriately trained person, to assist with administration of the medication.

This responsibility should be extended to all temporary teaching staff for the duration of their tenure at school.

It shall be the responsibility of the designated Deputy Headteacher to ensure that this information is communicated to all new staff (permanent or temporary) as part of their induction.

All staff should be aware that there is no legal or contractual duty for any member of staff to administer medication, or supervise a student taking medication, unless they have been specifically contracted to do so. Several members of staff have been specifically contracted to administer medication. These shall be known as Medication Supervisors for the purposes of this procedure. Where required, training is provided to Medication Supervisors.

Many other members of staff are happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to students under the age of 16, but only with the written consent of the student's parent.

All school staff should be aware 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.

## 5.2 Procedure

### 5.2.1 Administration of Emergency Medication

All students at this school with medical conditions which may require emergency treatment shall have easy access to their emergency medication.

If parents and health specialists determine they are able to start taking responsibility for their condition, students are encouraged to carry and administer their own emergency medication.

Unless otherwise prohibited by the Misuse of Drugs Act 1971, students shall carry their emergency medication with them at all times. Students who do not carry and administer their own

emergency medication know where their medication is stored and how to access it.

Controlled drugs, as defined in the Misuse of Drugs Act 1971, are to be stored in a secure location. The student will be made aware of the location of their medication and given clear instructions on how to access it. Arrangements are to be made to ensure secure storage of emergency medication is maintained during school arranged educational visits. Even if the student can administer the medication themselves, all administration of medication defined as a controlled drug, is done under the supervision of a Medication Supervisor.

Students who do not carry and administer their own emergency medication understand the arrangements for a Medication Supervisor to assist in helping them take their medication safely.

Staff have regular CPD on First Aid and specialised CPD for Asthma, Epilepsy and Diabetes by the paediatrician linked to the pupils on role with that condition.

#### 5.2.2 Administration of Non-emergency Medication

If parents and health specialists determine they are able to start taking responsibility for their condition, students are encouraged to carry and administer their own non-emergency medication.

Even if the student can administer the medication themselves, all administration of medication defined as a controlled drug by the Misuse of Drugs Act 1971, is done under the supervision of a Medication Supervisor.

Students who do not carry and administer their own medication shall be made aware of the arrangements for a Medication Supervisor to assist in helping them take their medication safely. In some circumstances, medication is only administered by an adult of the same gender as the student, and preferably witnessed by a second adult.

Medication shall only be administered in line with the most up to date prescription advice printed directly on the packaging of the medication. Parents shall be made aware that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.

If a student at this 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 have the same training as school staff, know what to do in a medical emergency and are aware of any students 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 administration of non-emergency medication which is performed by, or supervised by, a Medication Supervisor shall be recorded on the Form 1.1F "Storage of Medicines" for that medication. If a student at this school refuses their medication, the Medication

Supervisor should also record this and inform the student's parents as soon as possible.

All staff attending off-site visits are aware of any students with Medication 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 Medication Supervisor is not available for administration of medication whilst on a school arranged educational visit, alternative arrangements shall be made to provide the service. This will be identified in the risk assessment for off-site activities.

If a student misuses any medication, either their own or another student's, their parents are informed as soon as possible. These students shall be subject to the school disciplinary procedures.

### 5.3 Monitoring and Reviewing the Procedure

This procedure will be reviewed on a periodic basis and reissued. Period for review shall not exceed 12 months.

### 6.0 Supporting Documentation

Form 1.1F Storage of Medicines  
[Link to location of electronic file]

### Procedure 1.3 Communication of Medical Conditions

#### 7.0 Aim

The purpose of this procedure is to ensure that interested parties are in receipt of the most up to date information relating to the Medical Condition Policy at Helsby High School.

#### 8.0 Scope

This procedure covers the dissemination of all pertinent information regarding the Medical Conditions Policy of Helsby High School to all interested parties.

This procedure does not, however, detail appropriate procedures for storage or dissemination of personal medical conditions of any persons.

#### 9.0 References

Procedure 1.4 Healthcare Plans and Medical Records

#### 10.0 Definitions

Parent	Any person or body with parental responsibility such as foster parent, carer, guardian or local authority.
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#### 11.0 Procedure

##### 11.1 Roles and Responsibilities

###### 11.1.1 The Headteacher and The School Leadership Team

The Headteacher and Senior Leadership Team are responsible for ensuring that all interested parties are in possession of the most up-to-date information regarding the Medical Conditions Policy of Helsby High School.

##### 11.2 Procedure

###### 11.2.1 Communication to Students

Students will be informed, and regularly reminded, about the Medical Conditions Policy. Appropriate forums for this to take place are:

- in personal, social and health education (PSHE) classes
- through school-wide communication about results of the monitoring and evaluation of the policy.

###### 11.2.2 Communication with Parents

Parents will be informed, and regularly reminded, about the Medical Conditions Policy. Appropriate forums for this to take place are:

- The Medical Conditions Policy Statement will be included in the School Prospectus and will signpost access to the policy.
- At the start of the school year when communication is sent out

about Healthcare Plans

- When their child is enrolled as a new student
- The Medical Conditions Policy will be permanently posted on the school website.
- Through school-wide communication about results of the monitoring and evaluation of the policy.

#### 11.2.3 Communication with School Staff

All school staff, including temporary staff, will be informed, and regularly reminded, about the Medical Conditions Policy. Appropriate forums for this to take place are:

- through training from the SENDCo at the beginning of each year about how to access medical information, including PEEPs for the children they are teaching (Via SIMS and STAFF DRIVE)
- at scheduled medical conditions training
- through the key principles of the policy being displayed in several prominent staff areas in school
- through school-wide communication about results of the monitoring and evaluation of the policy
- The Medical Conditions Policy will be permanently posted on the school website.
- all supply and temporary staff are informed of the policy and their responsibilities as part of induction process.

#### 11.2.4 Communication with Local Healthcare Personnel

Relevant local healthcare personnel, will be informed, and regularly reminded, about the Medical Conditions Policy. Appropriate forums for this to take place are:

- by letter accompanied with a printed copy of the policy at the start of the school year
- via primary care trust (PCT) links and the school/community nurse
- through communication about results of the monitoring and evaluation of the policy.

#### 11.2.5 Communication with External Stakeholders

Relevant external stakeholders, will be informed, and regularly reminded, about the Medical Conditions Policy. Appropriate forums for this to take place are:

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

### 11.3 Monitoring and Reviewing the Procedure

This procedure will be reviewed on a periodic basis and reissued. Period for review will not exceed 12 months.

12.0 Supporting Documentation

None required

### Procedure 1.4 Healthcare Plans and Medical Records

#### 13.0 Aim

The purpose of this procedure is to ensure that interested parties have easy access to the most up to date information relating to the Medical Conditions associated with students at Helsby High School.

#### 14.0 Scope

This procedure covers the collection, secure storage and access to all pertinent information regarding the Medical Condition of students at Helsby High School.

#### 15.0 References

Procedure 1.1	Storage of Medicines at School
Procedure 1.2	Administration of Medicines at School

#### 16.0 Definitions

Parent	Any person or body with parental responsibility such as foster parent, carer, guardian or local authority.
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#### 17.0 Procedure

##### 17.1 Roles and Responsibilities

###### 17.1.1 The Headteacher and The School Leadership Team

The Headteacher and Senior Leadership Team are responsible for ensuring that all interested parties have access to the most up-to-date information regarding the Medical Conditions of students at Helsby High School.

They are also responsible for ensuring that confidentiality of medical information is maintained.

###### 17.1.2 Responsible Medication Supervisor

It is the responsibility of the Responsible Medication Supervisor to ensure that all emergency and non-emergency medication is securely stored and is accessible to the student whenever it is required and that all records supporting the medical needs of students are complete, up-to-date and unambiguous.

##### 17.2 Procedure

###### 17.2.1 Enrolment at Helsby High School

As part of enrolment at Helsby High School, Parents are asked to identify if their child has any health conditions or health issues on the enrolment form. This form is to be completed at the start of each school year.

Parents of new students starting at other times during the year are also asked to provide this information on enrolment forms.

### 17.2.2 Healthcare Plans

Healthcare Plans are used to record important details about individual children's medical needs at school, detailing triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required.

Healthcare Plans are used by this school to:

- inform the appropriate staff and supply teachers about the individual needs of a student with a medical condition in their care. This information is accessible to subject staff through SIMS.
- remind students with medical conditions to take 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 students 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 this school's local emergency care services have a timely and accurate summary of a student's current medical management and healthcare in the event of an emergency
- remind parents of students with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

#### 17.2.2.1 Preparation of Healthcare Plans

Form 1.4Fa "Healthcare Plan" shall be used to record all relevant information relating to long term medical conditions. This shall be sent to parents either at the start of a school year, at enrolment or when a diagnosis is initially communicated to the school.

The Healthcare Plan to be completed by the parents in conjunction with their child and healthcare professionals. A member of school staff may also participate in the completion of the Healthcare Plan if the student is recognized to present complex healthcare or educational requirements.

The Healthcare Plan shall include a request for consent 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.

A copy of the completed Healthcare Plan is to be stored at school.

Form 1.1F "Storage of Medicines" shall be used to record all relevant information relating to short term medical conditions. This shall be sent to parents when a diagnosis

is initially communicated to the school. This form shall be completed by the parents, detailing medical reason for use of medication and appropriate instruction on administration of this medication. Where appropriate, the parent may give approval to consent Medication Supervisors to administer medication to their child.

#### 17.2.2.2 Access to Healthcare Plans

The student and their parents are provided with a copy of the student's current agreed Healthcare Plan.

At Helsby High School, all "Master" copies of Healthcare Plans shall be stored in a secure central location at school. In addition, with the permission of the student and their parents, nominated members of staff may hold copies of Healthcare Plans in a secure location accessible only to themselves.

All members of staff who work with groups of students must have easy access to the Healthcare Plans of students in their care. When a member of staff is new to a student group, for example due to staff absence, they shall be made aware of, and have easy access to, the Healthcare Plans of students in their care.

A record of all copies of the Healthcare Plan distributed shall be maintained with the Master copy. When amendments are made to the Healthcare Plan of a student, all copies shall be updated at the same time.

All copies of Healthcare Plans must be stored in such a manner so as to ensure student confidentiality.

Consent shall be sought from the student and parents before sharing any medical information with any other party, such as when a student takes part in a work experience placement.

#### 17.2.2.3 Review of Healthcare Plans

Parents shall be 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 if their medication and treatments change.

Staff may use opportunities such as teacher-parent interviews, emailing and home-school diaries to check that information held by the school on a student's condition is accurate and up to date.

Every student with a Healthcare Plan shall have their plan discussed and reviewed at least once a year.

#### 17.2.2.4 Consent to administer medicines

If a student requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent on their child's Healthcare Plan giving the student or staff permission to administer medication on a regular/daily basis, if required.

All parents of students 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 student requires regular/daily help in administering their medication then the school outlines the school's agreement to administer this medication on the student's Healthcare Plan. The school and parents keep a copy of this agreement.

Parents of students 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.

#### 17.2.2.5 School Healthcare Plan register

A centralized register of students with medical needs shall be maintained. Healthcare Plans may be used to develop this register.

#### 17.2.3 Residential visits

Prior to any visits, parents of a student are sent a copy of form 2.1F "Residential Visit". This shall be completed and returned to school shortly before their child leaves for an overnight or extended day visit. No student shall be permitted to attend a residential visit without receipt of a completed copy of this form.

This form shall request up-to-date information about the student's current condition and their overall health which may support relevant staff and school supervisors in helping the student manage their condition while they are away.

The residential visit form also details what medication and what dose the student is currently taking at different times of the day. This shall include information about medication not normally taken during school hours. All parents of students 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.

A copy of all residential visit forms shall be taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. Where appropriate, these shall be accompanied by a copy of the student's Healthcare Plan.

#### 17.2.4 Training Records

Training on common medical conditions is provided annually. Records of training shall be maintained by the school and a certificate shall be presented to all attending staff, detailing the type of training they have had.

All school staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. The school shall maintain a register of staff (Medication Supervisors) who have had the relevant training, detailing appropriate training and expiry date (where appropriate) of training. This list is to be readily available to all staff and students.

#### 17.2.5 Storage and Administration of Medicines

Please refer to Procedure 1.1 "Storage of Medicines at School" and Procedure 1.2 "Administration of Medicines at School" for information regarding record keeping associated with storage and administration of emergency and non-emergency medication.

#### 17.3 Monitoring and Reviewing the Procedure

This procedure shall be reviewed on a periodic basis and reissued. Period for review shall not exceed 12 months.

#### 18.0 Supporting Documentation

None required

**Procedure 1.5 Emergency Medical Assistance at School****19.0 Aim**

The purpose of this procedure is to ensure that interested parties have easy access to the most up to date information relating to the Medical Conditions associated with students at Helsby High School.

**20.0 Scope**

This procedure covers arrangements and training for the provision of emergency First Aid at Helsby High School.

The procedure does not, however, detail specific medical advice on the treatment of any condition likely to require emergency treatment. Any such treatment will be at the discretion and judgement of the person administering the first aid treatment.

**21.0 References**

Procedure 1.4 Healthcare Plans and Medical Records

**22.0 Definitions**

None identified

**23.0 Procedure****23.1 Roles and Responsibilities****23.1.1 The Headteacher and The School Leadership Team**

The Headteacher and Senior Leadership Team are responsible for ensuring that all staff are provided with periodic training in emergency first aid and, where appropriate, specific training to address specific medical emergencies which may be manifested in students, staff and other visitors to Helsby High School.

**23.1.2 All Staff**

All school staff should be aware that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include providing emergency first aid or administration of emergency medication.

**23.1.3 First Aiders**

Many members of staff are happy to take on the voluntary role of First Aiders. It is the responsibility of First Aiders to provide all appropriate emergency aid within their capabilities and training to support a person in an emergency situation until such time that incident is resolved or, if necessary, when professional medical assistance (i.e. Paramedic or similar) can be accessed.

**23.2 Procedure****23.2.1 Training and Awareness**

All staff who work with groups of students will receive training and know what to do in an emergency for the students in their care with medical conditions. This will include the following:

- how to contact emergency services and what information to give
- who to contact within the school.

This training will be refreshed annually.

All staff at school will be made aware of the most common serious medical conditions at this school. Action for staff to take in an emergency for the common serious conditions will be displayed in prominent locations for all staff including classrooms, the staff room, food preparation areas and sporting facilities.

Healthcare Plans are used to inform the appropriate staff (including supply teachers and support staff) of students in their care who may need emergency help.

#### 23.2.2 First Aid

Where appropriate, Staff will provide appropriate First Aid within their capabilities and training, and in line with available guidance in order to assist the person in need of medical assistance. Guidance may be sought from Healthcare Plans for the student, or general medical guidance displayed in prominent locations around the school.

This first aid will continue until they can be relieved by professional medical staff, such as paramedics.

#### 23.2.3 Hospitalisation of a Student

In the event that a medical emergency results in the requirement for a student to attend Hospital for further treatment, a member of staff will accompany the student and will stay with them until a parent arrives. The school tries to ensure that the staff member will be someone that the student knows.

Staff will not take students to hospital in their own car. Where appropriate, a copy of the student's Healthcare Plan is sent to the emergency care setting with the student. On occasions when this is not possible, the form is sent (or the information on it is communicated) to the hospital as soon as possible. Arrangements are in place with the local hospital to ensure the timely transfer of Healthcare Plans to the hospital in the event of an emergency.

#### 23.3 Monitoring and Reviewing the Procedure

This procedure will be reviewed on a periodic basis and reissued. Period for review will not exceed 12 months.

#### 24.0 Supporting Documentation

None required



### Procedure 1.6 Medical Conditions at School

#### 25.0 Aim

The purpose of this procedure is to ensure that the school environment, including learning activities, is as open and inclusive to all students as is practicable, regardless of any medical conditions which they may suffer.

#### 26.0 Scope

This procedure covers the collection, secure storage and access to all pertinent information regarding the Medical Condition of students at Helsby High School.

#### 27.0 References

Procedure 1.1	Storage of Medicines at School
Procedure 1.2	Administration of Medicines at School

#### 28.0 Definitions

Parent	Any person or body with parental responsibility such as foster parent, carer, guardian or local authority.
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#### 29.0 Procedure

##### 29.1 Roles and Responsibilities

###### 29.1.1 The Headteacher and The School Leadership Team

The Headteacher and Senior Leadership Team are responsible for ensuring that all interested parties have access to the most up-to-date information regarding the Medical Conditions of students at Helsby High School.

They are also responsible for ensuring that confidentiality of medical information is maintained.

###### 29.1.2 Responsible Medication Officer

It is the responsibility of the Responsible Medication Officer to ensure that all emergency and non-emergency medication is securely stored and is accessible to the student whenever it is required and that all records supporting the medical needs of students are complete, up-to-date and unambiguous.

##### 29.2 Procedure

###### 29.2.1 Enrolment at Helsby High School

As part of enrolment at Helsby High School, Parents are asked to identify if their child has any health conditions or health issues on the enrolment form. This form is to be completed at the start of each school year.

Parents of new students starting at other times during the year are also asked to provide this information on enrolment forms.

### 29.2.2 Healthcare Plans

Healthcare Plans are used to record important details about individual children's medical needs at school, detailing triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required.

Healthcare Plans are used by this school to:

- inform the appropriate staff and supply teachers about the individual needs of a student with a medical condition in their care
- remind students with medical conditions to take 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 students 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 this school's local emergency care services have a timely and accurate summary of a student's current medical management and healthcare in the event of an emergency
- remind parents of students with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

#### 29.2.2.1 Preparation of Healthcare Plans

Form 1.4Fa "Healthcare Plan" will be used to record all relevant information relating to long term medical conditions. This will be sent to parents either at the start of a school year, at enrolment or when a diagnosis is initially communicated to the school.

The Healthcare Plan to be completed by the parents in conjunction with their child and healthcare professionals. A member of school staff may also participate in the completion of the Healthcare Plan if the student is recognized to present complex healthcare or educational requirements.

The Healthcare Plan will include a request for consent 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.

A copy of the completed Healthcare Plan is to be stored at school.

Form 1.1F "Storage of Medicines" will be used to record all relevant information relating to short term medical conditions. This will be sent to parents when a diagnosis is

initially communicated to the school. This form will be completed by the parents, detailing medical reason for use of medication and appropriate instruction on administration of this medication. Where appropriate, the parent may give approval to consent Medical Supervisors to administer medication to their child.

#### 29.2.2.2 Access to Healthcare Plans

The student and their parents are provided with a copy of the student's current agreed Healthcare Plan.

At Helsby High School, all "Master" copies of Healthcare Plans will be stored in a secure central location at school. In addition, with the permission of the student and their parents, nominated members of staff may hold copies of Healthcare Plans in a secure location accessible only to themselves.

All members of staff who work with groups of students must have easy access to the Healthcare Plans of students in their care. When a member of staff is new to a student group, for example due to staff absence, they will be made aware of, and have easy access to, the Healthcare Plans of students in their care.

A record of all copies of the Healthcare Plan distributed will be maintained with the Master copy. When amendments are made to the Healthcare Plan of a student, all copies will be updated at the same time.

All copies of Healthcare Plans must be stored in such a manner so as to ensure student confidentiality.

Consent will be sought from the student and parents before sharing any medical information with any other party, such as when a student takes part in a work experience placement.

#### 29.2.2.3 Review of Healthcare Plans

Parents will be 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 if their medication and treatments change.

Staff may use opportunities such as teacher-parent interviews and home-school diaries to check that information held by the school on a student's condition is accurate and up to date.

Every student with a Healthcare Plan will have their plan discussed and reviewed at least once a year.

#### 29.2.2.4 Consent to administer medicines

If a student requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent on their child's Healthcare Plan giving the student or staff permission to administer medication on a regular/daily basis, if required.

All parents of students 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 student requires regular/daily help in administering their medication then the school outlines the school's agreement to administer this medication on the student's Healthcare Plan. The school and parents keep a copy of this agreement.

Parents of students 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.

#### 29.2.2.5 School Healthcare Plan register

A centralized register of students with medical needs will be maintained. Healthcare Plans may be used to develop this register.

#### 29.2.3 Residential visits

Prior to any visits, parents of a student are sent a copy of form 2.1F "Residential Visit". This will be completed and returned to school shortly before their child leaves for an overnight or extended day visit. No student will be permitted to attend a residential visit without receipt of a completed copy of this form.

This form will request up-to-date information about the student's current condition and their overall health which may support relevant staff and school supervisors in helping the student manage their condition while they are away.

The residential visit form also details what medication and what dose the student is currently taking at different times of the day. This will include information about medication not normally taken during school hours. All parents of students 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.

A copy of all residential visit forms will be taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. Where appropriate, these will be accompanied by a copy of the student's Healthcare Plan.

A risk assessment will be carried out and included on the Evolve application.

#### 29.2.4 Training Records

Training on common medical conditions is provided annually. Records of training will be maintained by the school and a certificate will be presented to all attending staff, detailing the type of training they have had.

All school staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. The school will maintain a register of staff (Medical Supervisors) who have had the relevant training, detailing appropriate training and expiry date (where appropriate) of training. This list is to be readily available to all staff and students.

#### 29.2.5 Storage and Administration of Medicines

Please refer to Procedure 1.1 "Storage of Medicines at School" and Procedure 1.2 "Administration of Medicines at School" for information regarding record keeping associated with storage and administration of emergency and non-emergency medication.

#### 29.3 Monitoring and Reviewing the Procedure

This procedure will be reviewed on a periodic basis and reissued. Period for review will not exceed 12 months.

#### 30.0 Supporting Documentation

None required

**Procedure 1.7 Roles, Responsibilities and Training****31.0 Aim**

The purpose of this procedure is to ensure that the school environment, including learning activities, is as open and inclusive to all students as is practicable, regardless of any medical conditions which they may suffer.

**32.0 Scope**

This procedure covers the collection, secure storage and access to all pertinent information regarding the Medical Condition of students at Helsby High School.

**33.0 References**

Procedure 1.1	Storage of Medicines at School
Procedure 1.2	Administration of Medicines at School

**34.0 Definitions**

Parent	Any person or body with parental responsibility such as foster parent, carer, guardian or local authority.
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**35.0 Procedure****35.1 Roles and Responsibilities****35.1.1 The Headteacher and The School Leadership Team**

The Headteacher and Senior Leadership Team are responsible for ensuring that all interested parties have access to the most up-to-date information regarding the Medical Conditions of students at Helsby High School.

They are also responsible for ensuring that confidentiality of medical information is maintained.

**35.1.2 Responsible Medication Officer**

It is the responsibility of the Responsible Medication Officer to ensure that all emergency and non-emergency medication is securely stored and is accessible to the student whenever it is required and that all records supporting the medical needs of students are complete, up-to-date and unambiguous.

**35.2 Procedure****35.2.1 Enrolment at Helsby High School**

As part of enrolment at Helsby High School, Parents are asked to identify if their child has any health conditions or health issues on the enrolment form. This form is to be completed at the start of each school year.

Parents of new students starting at other times during the year are also asked to provide this information on enrolment forms.

### 35.2.2 Healthcare Plans

Healthcare Plans are used to record important details about individual children's medical needs at school, detailing triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required.

Healthcare Plans are used by this school to:

- inform the appropriate staff and supply teachers about the individual needs of a student with a medical condition in their care
- remind students with medical conditions to take 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 students 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 this school's local emergency care services have a timely and accurate summary of a student's current medical management and healthcare in the event of an emergency
- remind parents of students with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

#### 35.2.2.1 Preparation of Healthcare Plans

Form 1.4Fa "Healthcare Plan" will be used to record all relevant information relating to long term medical conditions. This will be sent to parents either at the start of a school year, at enrolment or when a diagnosis is initially communicated to the school.

The Healthcare Plan to be completed by the parents in conjunction with their child and healthcare professionals. A member of school staff may also participate in the completion of the Healthcare Plan if the student is recognized to present complex healthcare or educational requirements.

The Healthcare Plan will include a request for consent 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.

A copy of the completed Healthcare Plan is to be stored at school.

Form 1.1F "Storage of Medicines" will be used to record all relevant information relating to short term medical conditions. This will be sent to parents when a diagnosis is

initially communicated to the school. This form will be completed by the parents, detailing medical reason for use of medication and appropriate instruction on administration of this medication. Where appropriate, the parent may give approval to consent Medical Supervisors to administer medication to their child.

#### 35.2.2.2 Access to Healthcare Plans

The student and their parents are provided with a copy of the student's current agreed Healthcare Plan.

At Helsby High School, all "Master" copies of Healthcare Plans will be stored in a secure central location at school. In addition, with the permission of the student and their parents, nominated members of staff may hold copies of Healthcare Plans in a secure location accessible only to themselves.

All members of staff who work with groups of students must have easy access to the Healthcare Plans of students in their care. When a member of staff is new to a student group, for example due to staff absence, they will be made aware of, and have easy access to, the Healthcare Plans of students in their care.

A record of all copies of the Healthcare Plan distributed will be maintained with the Master copy. When amendments are made to the Healthcare Plan of a student, all copies will be updated at the same time.

All copies of Healthcare Plans must be stored in such a manner so as to ensure student confidentiality.

Consent will be sought from the student and parents before sharing any medical information with any other party, such as when a student takes part in a work experience placement.

#### 35.2.2.3 Review of Healthcare Plans

Parents will be 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 if their medication and treatments change.

Staff may use opportunities such as teacher-parent interviews and home-school diaries to check that information held by the school on a student's condition is accurate and up to date.

Every student with a Healthcare Plan will have their plan discussed and reviewed at least once a year.

#### 35.2.2.4 Consent to administer medicines

If a student requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent on their child's Healthcare Plan giving the student or staff permission to administer medication on a regular/daily basis, if required.

All parents of students 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 student requires regular/daily help in administering their medication then the school outlines the school's agreement to administer this medication on the student's Healthcare Plan. The school and parents keep a copy of this agreement.

Parents of students 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.

#### 35.2.2.5 School Healthcare Plan register

A centralized register of students with medical needs will be maintained. Healthcare Plans may be used to develop this register.

#### 35.2.3 Residential visits

Prior to any visits, parents of a student are sent a copy of form 2.1F "Residential Visit". This will be completed and returned to school shortly before their child leaves for an overnight or extended day visit. No student will be permitted to attend a residential visit without receipt of a completed copy of this form.

This form will request up-to-date information about the student's current condition and their overall health which may support relevant staff and school supervisors in helping the student manage their condition while they are away.

The residential visit form also details what medication and what dose the student is currently taking at different times of the day. This will include information about medication not normally taken during school hours. All parents of students 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.

A copy of all residential visit forms will be taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. Where appropriate, these will be accompanied by a copy of the student's Healthcare Plan.

#### 35.2.4 Training Records

Training on common medical conditions is provided annually. Records of training will be maintained by the school and a certificate will be presented to all attending staff, detailing the type of training they have had.

All school staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. The school will maintain a register of staff (Medical Supervisors) who have had the relevant training, detailing appropriate training and expiry date (where appropriate) of training. This list is to be readily available to all staff and students.

#### 35.2.5 Storage and Administration of Medicines

Please refer to Procedure 1.1 "Storage of Medicines at School" and Procedure 1.2 "Administration of Medicines at School" for information regarding record keeping associated with storage and administration of emergency and non-emergency medication.

#### 35.3 Monitoring and Reviewing the Procedure

This procedure will be reviewed on a periodic basis and reissued. Period for review will not exceed 12 months.

#### 36.0 Supporting Documentation

None required