

RUGBY HIGH SCHOOL MEDICAL POLICY

1. This school is an inclusive community that aims to support and welcome students with medical conditions.

- Rugby High School understands that it has a responsibility to make the school welcoming and supportive to students with medical conditions who currently attend and to those who may enrol in the future.
- Rugby High school aims to provide all children with all medical conditions the same opportunities as others at school. It will help to ensure they can:
 - Be healthy
 - Stay safe
 - Enjoy and achieve
 - Make a positive contribution
 - Achieve economic well-being
- Students with medical conditions are encouraged to take control of their condition. Students feel confident in the support they receive from the school to help them do this.
- Rugby High School aims to include all students with medical conditions in all school activities.
- Rugby High 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.
- Rugby High School understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

2. The medical conditions policy is supported by a clear communication plan for staff, parents and students to ensure its full implementation

- Parents are informed about the medical conditions policy :
 - At the start of the school year when communication is sent out about healthcare plans
 - In the school newsletter at intervals in the school year
 - When their child is enrolled as a new student
 - Via the school's website, where it is available all year round
- School staff are informed and reminded about the medical policy
 - Via the school medical register
 - At scheduled medical conditions training

3. First Aid trained staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school

- First Aid trained staff are aware of the most common serious medical conditions at this school
- Staff at Rugby High School understand their duty of care to students in the event of an emergency. In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent.
- This may include providing medication for students to self-administer.

- First Aid trained and PE staff who work with groups of students at this school know what to do in an emergency for the students in their care with medical conditions.
- Training is refreshed for first aiders to maintain their qualification.
- Action for staff to take in an emergency for asthma/epilepsy/anaphylaxis and diabetes will be delivered in training sessions.

4. All staff understand the school's general emergency procedures

- All support staff know what action to take in the event of a medical emergency. This includes:
 - How to contact emergency services and what information to give
 - To contact a first aid member of staff
- First Aid training is offered to all staff at least once a year.
- Action to take in a general medical emergency is displayed in prominent locations for staff, the staff room, PE department and food preparation rooms.
- If a student needs to be taken to hospital, either an ambulance is called or parents are invited to collect the student from school and take her directly.

5. The school has clear guidance on the administration of medication at school

Administration-emergency medication

- All students at this school with medical conditions have easy access to their emergency medication.
- All students are encouraged to carry and administer their own emergency medication i.e. inhalers, epipens and insulin with a spare being kept in the school office.
- Students who do not carry and administer their own emergency medication know where their medication is stored and how to access it.
- The school keeps a spare asthma inhaler and spacers in the school office and parents are asked to confirm that this can be made available to their daughter.

Administration-general

- Rugby High 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 student taking medication unless they have been specifically contracted to do so.
- Parents at Rugby High School understand that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.
- All staff attending off-site visits are aware of any students 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.

6. Rugby High School has clear guidance on the storage of medication at school

Safe storage – emergency medication (epipens)

- Emergency medication is readily available to students who require it at all times in the school office during the school day. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available from any member of staff in the offices.
- All students carry their own epipens at all times and a spare kept in the office.
- Students are reminded to carry their emergency medication with them.

Safe storage – non emergency medication

- All non-emergency medication is kept in a lockable cupboard in the school office. Students 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

- The first aid appointed person along with the parents of students with medical conditions, ensures that all emergency and non-emergency medication brought into school is clearly labelled with the students name, the name and dose of medication and the frequency of dose.
- Some medication at Rugby High School may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled.
- This is in a secure area, inaccessible to unsupervised students.
- 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

- Parents are asked to collect out of date medication.
- If parents do not collect out of date medication, medication is taken to a local pharmacy for safe disposal.
- The first aid appointed person is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done annually.

7. Rugby High School has clear guidance about record keeping

Enrolment forms

- Parents at Rugby High School are asked if their child has any health conditions on the enrolment form, which is filled out 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.

Healthcare Plans

- Rugby High 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. These healthcare plans are held in the school office.
- A healthcare plan, accompanied by an explanation of why and how it is used, is sent to all parents of students with a long term medical condition. This is sent :
 - At the start of the school year
 - At enrolment
 - When a diagnosis is first communicated to the school
- If a student has a short-term medical condition that requires medication during school hours, a medication form is sent home.
- Parents are regularly reminded to inform the school if their child has a medical emergency or if there have been changes to their symptoms, or their medication and treatments change. This is to ensure the healthcare plans can be updated accordingly.

School Medical register

- Healthcare plans are used to create a centralised register of students with medical needs. The first aid appointed person has responsibility for the register at Rugby High School

8. Rugby High School ensures that the whole school environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as social, sporting and educational activities

Physical environment

- This school is committed to providing a physical environment that is accessible to students with medical conditions.

Exercise and physical activity

- This school understands the importance of all students taking part in sports, games and activities.
- Rugby High School ensures classroom teachers and PE staff make appropriate adjustments to sports, games and other activities to make physical activity accessible to all students.
- Teachers and PE staff are aware of students in their care who have been advised to avoid or take special precautions with particular activities.
- PE staff are aware of the potential triggers for students' medical conditions when exercising and how to minimise these triggers.

Education and learning

- Rugby High School ensures that students with medical conditions can participate fully in all aspects of the curriculum and ensures appropriate adjustments and extra support are provided.

- Staff are aware of the potential for students with medical conditions to have special educational needs (SEN). Students with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN coordinator. The school's SEN coordinator consults the student, parents and student's healthcare professional to ensure the effect of the student's condition on their schoolwork is properly considered.

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

- This school works in partnership with all interested and relevant parties including all school staff, parents and community healthcare professionals to ensure the policy is planned, implemented and maintained successfully.
- The following roles and responsibilities are used for the medical policy at this school. These roles are understood and communicated regularly.

Employer

- Rugby High 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 students). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips.
 - Make sure the medical policy is effectively monitored and evaluated and regularly updated.

Headteacher

- Rugby High School's headteacher 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.
 - Ensure liaison between interested parties including students, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, parents and governors occurs.
 - Ensure the policy is put into action, with good communication of the policy to all.
 - Ensure systems exist to provide accurate and up to date information and that there are good information sharing systems in place using student's healthcare plans.
 - Ensure student confidentiality.
 - Provide for the training and development needs of staff and arrange for them to be met.
 - Ensure all supply staff and new teachers know the medical conditions policy.
 - Update the medical policy at least once a year according to review recommendations and recent local and national guidance and legislation.

All school staff

- All staff at Rugby High 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 medical policy.

- Know which students in their care have a serious medical condition.
- Allow students to have access to their emergency medication.
- Ensure students, who have declared their medication, have it with them when they go on a school visit or out of the classroom.
- Ensure students with medical conditions are not excluded unnecessarily from activities they wish to take part in.

Teaching staff

- Teachers at this school have a responsibility to:
 - Ensure students who have been unwell have opportunity to catch up on missed school work.
 - Be aware that medical conditions can affect a student's learning and provide support as appropriate.

First aiders

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

Special educational needs coordinators

- The SENCo at this school has a responsibility to:
 - Help update the school's medical condition policy.
 - Know which students have a medical condition and which have special educational needs because of their condition.
 - Ensure teachers make the necessary arrangements if a student needs special consideration or access arrangements in exams or coursework.

Local doctors and specialist healthcare professionals

- Individual doctors and specialist healthcare professionals caring for students who attend this school, have a responsibility to:
 - 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 child or young person knows how to 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 student and their parents).

Students

- The students at this school have a responsibility to:
 - Treat other students 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 student is feeling unwell.
 - Treat all medication with respect.

- Know how to gain access to their medication in an emergency.
- Ensure a member of staff is called in an emergency situation.

Parents*

- The parents of a student 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 while taking part in visits, outings or field trips and other out-of-school activities.
 - Tell the school about any changes to their child's medication, what they take, when and how much.
 - Inform the school of any changes to their child's medical condition.
 - Ensure their child's medication and medical devices are labelled with their child's full name.
 - Provide the school with appropriate spare medication labelled with their child's name.
 - Ensure medication is within expiry dates.
 - Keep their child at home if they are not well enough to attend school.
 - Ensure their child catches up on any school work they have missed.
 - Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.

*The term 'parent' implies any person or body with parental responsibility such as foster parent or carer

Staff are advised to consult the NHS website for advice on how to deal with a specific situation.