FARRINGTONS
SCHOOL

Medical Policy

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Approving body	Governing Body
Regulatory References	
Links to other policies	
Main changes since last review	Removal of Head injury advice (this can be found in the First Aid Policy) Removal of some sentences pertaining to COVID pandemic. Adding of 6.7 9.3 clarifying that medication needs to be in original packaging 9.5: removal of comment about consent
Date of next review	September 2027

Farringtons School Medical Policy

1. **Introduction**

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

1..2 Farringtons School understands that it has a responsibility to make the school welcoming and supportive to pupils with medical conditions who currently attend and to those who may enrol in the future.

1.3 Farringtons School aims to provide all children with all medical conditions the same opportunities as others at school. We will help to ensure they can:

1.4 Be healthy

1.5 Stay safe

1.6 Enjoy and achieve

1.7 Make a positive contribution

1.8 Achieve economic well-being

1.9 Pupils with medical conditions are encouraged to take control of their condition. Pupils feel confident in the support they receive from the school to help them do this.

1.10 Farringtons School aims to include all pupils with medical conditions in all school activities.

1.11 Farringtons School ensures all staff understand their duty of care to children and young people in the event of an emergency.

1.12 All staff feel confident in knowing what to do in an emergency.

1.13 Farringtons School understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

1.14 As necessary, Farringtons will follow Government guidance and if appropriate liaise with Public Health England to ensure the most appropriate procedures and protocols are in place to support the health and medical needs of our whole school community.

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

2.1 Parents are informed about the medical conditions policy:

2.2 At the start of the school year when communication is sent out about healthcare plans

2.3 In the school newsletter at intervals in the school year

2.4 When their child is enrolled as a new pupil

2.5 Via the school's website, where it is available all year round

2.6 School staff are informed and reminded about the medical policy

2.7 Via online school medical register

2.8 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

3.1 First Aid trained staff are aware of the most common serious medical conditions at this school.

3.2 Staff at Farringtons School understand their duty of care to pupils in the event of an emergency. In an emergency school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.

3.3 First Aid trained staff who work with groups of pupils at this school know what to do in an emergency for the pupils in their care with medical conditions, PE staff for example.

3.4 Training is available for first aiders to refresh their knowledge at least once a year and is usually valid for a three-year period from the date of training.

3.5 Action for staff to take in an emergency for asthma / epilepsy / anaphylaxis and diabetes is displayed in the staff room, PE department and food preparation rooms.

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

4.1 All staff know what action to take in the event of a medical emergency. This includes:

4.2 How to contact emergency services and what information to give

4.3 To contact **a first aid member of staff or school medical staff** within the Main Reception

4.4 Training is refreshed for all staff as required

4.5 Action to take in a general medical emergency is displayed in prominent locations for staff, the staff room, PE department and food preparation rooms.

4.6 If a pupil needs to be taken to hospital, a member of staff will accompany them if parents are unavailable or school will ask parent to meet ambulance at UCC or A&E.

4.7 Ideally, staff should not take pupils to hospital in their own car. Where this is unavoidable, a second member of staff should be present for safeguarding reasons.

5. The school has clear guidance on the Administration of Medication at School Administration-Emergency Medication (See Administration of 'Own' Medication Policy)

5.1 All pupils at this school with medical conditions have easy access to their emergency or prescribed medication from the medical centre.

5.2 All pupils of an appropriate age are encouraged to carry and administer their own emergency medication i.e inhalers. Some senior pupils will carry Epipens with a spare being kept in the School kitchen, Senior school staff room and Prep School office. There are also generic epipens supplied by KITT Medical positioned outside the senior staff room and in the prep school reception area. Additional generic epipens are also available in East House and in the Medical Centre

5.3 Pupils who do not carry and administer their own emergency medication know where their medication is stored and how to access it.

6. Administration – general

6.1 All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of the school medical team or appropriate staff if off the school site.. Controlled medication is stored securely in lockable box or cupboard.

6.2 Farringtons School understands the importance of medication being taken as prescribed.

6.3 All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so.

6.4 Staff are able to administer over the counter medication and prescribed medication with parental consent or if the consenting child is over the age of 16.

6.5 Training is given to all staff members who agree to administer medication to pupils, where specific training is needed. The local authority provides full indemnity.

6.6 Parents at Farringtons School should understand the importance that if their child's medication changes or is discontinued, or the dose or administration method changes, that they should notify the school immediately.

6.7 All staff attending off-site visits are aware of any pupils with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.

6.7 The school must receive further parental consent from parents should school staff be required to administered prescribed medication for short or long term use.

7. Farringtons School has clear guidance on the storage of medication at school

Safe storage

7.1 Prescribed medication is readily available to pupils who require it at all times in Medical Centre during the school day. If the medication is a controlled drug and needs to be locked up, the keys are readily available in the key box in Main Reception and with the school medical team.

7.2 Some senior students carry their own Epipens at all times and a spare kept in the areas outlined in 5.2.

7.3 Parents should remind their children to carry their emergency medication with them once the appropriate communication with the school has taken place.

7.4 Boarders' medication can be stored in locked medical cabinets in the boarding house if necessary (see Administration of own medication policy).

8. Safe storage – non emergency medication

8.1 Non-emergency medication is kept in a lockable cupboard in the medical centre and Wyvern House for boarders use

8.2 Staff ensure that medication is only accessible to those for whom it is prescribed or consented to by parents.

9. Safe storage – general

9.1 The medical team ensure the correct storage of medication at school

9.2 Three times a year the school medical team checks the expiry dates for all medication stored at school

9.3 The school medical team along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought into school is clearly labelled **in the original medication packaging/box** with the pupils name, the name and dose of medication and the frequency of dose. This includes all medication that pupils carry themselves.

9.4 Some medication at Farringtons School may need to be refrigerated. All refrigerated medication is stored in a refrigerator labelled with pupils name in the Medical Centre. This is in a secure area, inaccessible to unsupervised pupils.

9.5 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 or term.

10. Safe disposal

10.1 Parents are asked to collect out of date medication.

10.2 If parents do not collect out of date medication, medication is taken to a local pharmacy for safe disposal.

10.3 The school medical team are responsible for checking the dates of the school's supply of medication and arranging for the disposal of any that have expired. This check is done at least three times a year.

11. Farringtons School has clear guidance about record keeping

11.1 Enrolment forms

11.1.1 Parents at Farringtons 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 pupils starting at other times during the year are also asked to provide this information on enrolment forms.

11.2. Healthcare plans

11.2.1 Farringtons 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 medical centre.

11.2.2 A healthcare plan, accompanied by an explanation of why and how it is used, is sent to all parents of pupils with a long term medical condition. This is sent:

11.2.3 At the start of the school year

11.2.4 At enrolment

11.2.5 When a diagnosis is first communicated to the school

11.2.6 If a pupil has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent home for completion. Parents much complete the consent form via the parent portal or with a hard copy in reception.

11.2.7 Parents are regularly reminded to inform the school medical team 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. Parents are informed to communicate such changes with the school via the parent portal.

12. School medical register

12.1 Healthcare plans are used to create a centralised register of pupils with medical needs. The school medical team has responsibility for the register at Farringtons School

13. Farringtons 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

13.1 Physical environment

13.1.1 This school is committed to providing a physical environment that is accessible to pupils with medical conditions.

13.2 Exercise and physical activity

13.2.1 This school understands the importance of all pupils taking part in sports, games and activities.

13.2.2 Farringtons School ensures classroom teachers and PE staff make appropriate adjustments to sports, games and other activities to make physical activity accessible to all pupils.

13.2.3 Teachers and PE staff are aware of pupils in their care who have been advised to avoid or take special precautions with particular activities.

13.2.4 Farringtons School ensure PE staff are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

13.3 Education and learning

13.3.1 Farringtons School ensures that pupils with medical conditions can participate fully in all aspects of the curriculum and ensures appropriate adjustments and extra support are provided.

13.3.2 Staff are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils 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 pupil, parents and pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.

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

14.1 The 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.

14.2 The following roles and responsibilities are used for the medical policy at this school. These roles are understood and communicated regularly.

14.3 Employer

14.3.1 Farringtons School as an employer has a responsibility to:

14.3.2 Ensure the health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all pupils). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips.

14.3.3 Make sure the medical policy is effectively monitored and evaluated and regularly updated.

14.3.4 Provide indemnity to staff who volunteer to administer medication to pupils with medical conditions.

14.4 Head Teacher

14.4.1 Farringtons School's Head Teacher has a responsibility to:

14.4.2 Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks.

14.4.3 Liaise between interested parties including pupils, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school medical staff parents and governors.

14.4.4 Ensure the policy is put into action, with good communication of the policy to all.

14.4.5 Ensure every aspect of the policy is maintained.

14.4.6 Ensure information held by the school is accurate and up to date and that there are good information sharing systems in place using pupil's healthcare plans.

14.4.7 Ensure pupil confidentiality.

14.4.8 Assess the training and development needs of staff and arrange for them to be met.

14.4.9 Ensure all supply staff and new teachers know the medical conditions policy.

14.4.10 Update the medical policy at least once a year according to review recommendations and recent local and national guidance and legislation.

14.5 All school staff

14.5.1 All staff at Farringtons School have a responsibility to :

14.5.2 Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency.

14.5.3 Understand the medical policy.

14.5.4 Know which students in their care have a medical condition.

14.5.5 Allow all students to have immediate access to their emergency medication.

14.5.6 Maintain effective communication with parents including informing them if their child has been unwell at school.

14.5.7 Ensure pupils who carry their medication with them have it when they go on a school visit or out of the classroom.

14.5.8 Be aware of pupils with medical conditions who may be experiencing bullying or need extra social support.

14.5.9 Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in.

14.5.10 Ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

14.6 Teaching staff

14.6.1 Teachers at this school have a responsibility to:

14.6.2 Ensure students who have been unwell catch up on missed school work.

14.6.3 Be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it.

14.6.4 Liaise with parents, the pupil's healthcare professional and special educational needs coordinator if a student is falling behind with their work because of their condition.

14.7 School Medical Team

14.7.1 The school medical team at Farringtons has a responsibility to:

14.7.2 Update the schools medical conditions policy.

14.7.3 Provide information about where the school can access other specialist training.

14.7.4 Ensure healthcare plans are completed and reviewed annually.

14.7.5 Check medication held in school annually for expiry dates and dispose of accordingly

14.7.6 Administer medication to students as prescribed and document accordingly on ISAMs.

14.8 First aiders

14.8.1 First aiders at this school have a responsibility to:

14.8.2 Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school.

14.8.3 When necessary, ensure that an ambulance or other professional medical help is called.

14.9 Head of Learning Development

14.9.1 The Head of Learning Development at Farringtons has responsibility to:

14.9.2 Help update the school's medical condition policy.

14.9.3 Know which pupils have a medical condition and which have special educational needs because of their condition.

14.9.4 Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or coursework.

14.10 Local doctors and specialist healthcare professionals

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

14.10.2 Where possible, and without compromising the best interests of the child, try to prescribe medication that can be taken outside of school hours.

14.10.3 Ensure the child or young person knows how to take their medication effectively.

14.10.4 Ensure children and young people have regular reviews of their condition and their medication.

14.10.5 Provide the school with information and advice regarding individual children and young people with medical conditions (with the consent of the pupil and their parents).

14.11 Pupils

14.11.1 The pupils at this school have a responsibility to:

14.11.2 Treat other students with and without a medical condition equally.

14.11.3 Tell their parents, teacher or nearest staff member when they are not feeling well.

14.11.4 Let an appropriate member of staff know if another member of staff or pupil is feeling unwell.

14.11.5 Treat all medication with respect.

14.11.6 Know how to gain access to their medication in an emergency.

14.11.7 Ensure a member of staff is called in an emergency situation.

14.12 Parents*

14.12.1 The parents of a student at this school have a responsibility to:

14.12.2 Tell the school if their child has a medical condition or if something changes in terms of their child's condition, medical history or medication.

14.12.3 Ensure the school has a complete and up-to-date Healthcare plan for their child.

14.12.4 Inform the school about the medication their child requires while taking part in visits, outings or field trips and other out-of-school activities.

14.12.5 Tell the school about any changes to their child's medication, what they take, when and how much.

14.12.6 Ensure their child's medication and medical devices are labelled with their child's full name.

14.12.7 Provide the school with appropriate spare medication labelled with their child's name.

14.12.8 Ensure medication is within expiry dates.

14.12.9 Keep a child at home if they are not well enough to attend school. The child can return to school 48 hrs after the last time vomiting or diarrhoea has occurred. This timescale is in line with statutory guidance.

14.12.10 Ensure their child catches up on any school work they have missed.

14.12.11 Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.

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