

Bishop Rawstorne Church of England Academy



Medical Conditions Policy

I have come in order that you might have life—life in all its fullness.

John 10:10

Aspire Believe Achieve

This policy document and the content contained therein remains the responsibility of the Headteacher, and Governing Body of the Academy. No amendments can be made without their express instruction and they remain the final arbiters in any matters relating to it.

Review date:	December 2018
Next review date:	December 2019
Reviewed by:	Mr P Almond
Date Approved by the FGB	11 December 2018

THE CHRISTIAN COMMUNITY

Bishop Rawstone is a diverse, welcoming, Christian learning community committed to nurturing respectful and responsible citizens, empowering ALL learners to flourish.

1. **Bishop Rawstone Church of England Academy is an inclusive community that aims to support and welcome students with medical conditions**
 - a. Bishop Rawstone Church of England Academy 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.
 - b. Bishop Rawstone Church of England Academy aims to provide all children with all medical conditions the same opportunities as others at school. We will help to ensure they can:
 - be healthy
 - stay safe
 - enjoy and achieve
 - make a positive contribution
 - achieve economic well-being.
 - c. 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.
 - d. Bishop Rawstone Church of England Academy aims to include all students with medical conditions in all school activities.
 - e. Parents of students with medical conditions feel secure in the care their children receive at Bishop Rawstone Church of England Academy.
 - f. Bishop Rawstone Church of England Academy ensures all staff understand their duty of care to children and young people in the event of an emergency.
 - g. All staff feel confident in knowing what to do in an emergency.
 - h. Bishop Rawstone Church of England Academy understands that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.
 - i. All staff understand the common medical conditions that affect children at this school. Staff receive training on the impact this can have on students.
 - j. The Medical Conditions Policy is understood and supported by the whole school and local health community.

2. Bishop Rawstone Church of England Academy's Medical Conditions Policy has been drawn up in consultation with a wide range of local key stakeholders within both the school and health settings

- a. Bishop Rawstone Church of England Academy has consulted on the development of this medical condition policy with a wide-range of key stakeholders within both the school and health settings. These key stakeholders include:
 - Students with medical conditions
 - Parents
 - School nurse
 - Head teacher
 - Teachers
 - Special educational needs coordinator
 - Pastoral care team
 - Members of staff trained in first aid
- b. The views of students with various medical conditions were actively sought and considered in the consultation process.
- c. Bishop Rawstone Church of England Academy recognizes the importance of providing feedback to those involved in the development process and is committed to acknowledging input and providing follow-up to suggestions put forward.

3. The Medical Conditions Policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation

- a. Students are informed about the Medical Conditions Policy.
- b. Parents are informed about the Medical Conditions Policy.
- c. School staff are informed about the Medical Conditions Policy.
- d. Relevant local health staff are informed about the school's Medical Conditions Policy.
- e. All other external stakeholders are informed about the school's Medical Conditions Policy.

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

- a. All staff at Bishop Rawstone Church of England Academy are aware of the most common serious medical conditions at this school.
- b. Staff at Bishop Rawstone Church of England Academy 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 administering medication.
- c. All staff who work with groups of students at this school receive training and know what to do in an emergency for the students in their care with medical conditions.

- d. Training is refreshed for all staff when appropriate.
- e. Bishop Rawstorne Church of England Academy uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of students in their care who may need emergency help.
- f. Bishop Rawstorne Church of England Academy has procedures in place so that a copy of the student's Healthcare Plan is sent to the emergency care setting with the student, should the need arise. 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.

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

- a. All 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
 - Who to contact within the school.
- b. Training is refreshed for all staff.
- c. If a student needs to be taken to hospital, then should the need arise, a member of staff will accompany them and will stay with them until a parent arrives. The school tries to ensure that the staff member will be one the student knows.
- e. Generally, staff should not take students to hospital in their own car. Bishop Rawstorne Church of England Academy has clear guidance from the local authority on when (and if) this is appropriate.

6. Bishop Rawstorne Church of England Academy has clear guidance on the administration of medication at school

Administration – emergency medication

- a. All students at Bishop Rawstorne Church of England Academy with medical conditions have access to their emergency medication.
- b. Students with emergency medication will have the details of where their medication is stored in their Individual Health Care Plan and be aware of this. All other students will have their medication stored in the school office securely including any controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits.
- c. Students who do not carry and administer their own emergency medication know where their medication is stored and how to access it.
- d. Students who do not carry and administer their own emergency medication understand the arrangements for a member of staff (and the reserve member of staff) to assist in helping them take their medication safely.

Administration – general

- e. All use of medication defined as a controlled drug, even if the student can administer the medication themselves, is done under the supervision of a named member of staff at this school.
- f. This school understands the importance of medication being taken as prescribed.

- g. 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.
- h. There are several members of staff at this school who have been specifically contracted to administer medication.
- i. 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.
- j. Training is given to all staff members who agree to administer medication to students, where specific training is needed. The local authority provides full indemnity.
- k. All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation. This may include taking action such as administering medication.
- l. In some circumstances medication is only administered by an adult of the same gender as the student, and preferably witnessed by a second adult.
- m. Parents at Bishop Rawstorne Church of England Academy 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.
- n. If a student at Bishop Rawstorne Church of England Academy refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.
- o. If a student at Bishop Rawstorne Church of England Academy needs supervision or access to medication during home to school transport organized 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.
- p. 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.
- q. If a trained member of staff, who is usually responsible for administering medication, is not available this school makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.
- r. If a student misuses medication, either their own or another student's, their parents are informed as soon as possible. These students are subject to the school's usual disciplinary procedures.

7. Bishop Rawstone Church of England Academy has clear guidance on the storage of medication at school

Safe storage – emergency medication

- a. Emergency medication is readily available at all times to students who require it during the school day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.
- b. Students that carry medication on them have this detail written in to their Individual Health Care Plan that is issued from the School Nurse Team. All other medication is secured securely in the school office and all students and relevant staff are aware of this.
- c. Students, whose healthcare professionals and parent’s advice the school that their child is not yet able or old enough to self-manage and carry their own emergency medication, know exactly where to access their emergency medication.

Safe storage – non-emergency medication

- d. All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place. Students with medical conditions know where their medication is stored and how to access it.
- e. Staff ensure that medication is only accessible to those for whom it is prescribed.

Safe storage – general

- f. There is an identified member of staff who ensures the correct storage of medication at school.
- g. All controlled drugs are kept in a locked cupboard and only named staff have access, even if students normally administer the medication themselves.
- h. Monthly, the identified member of staff checks the expiry dates for all medication stored at school.
- i. The identified member of staff, along with the parents of students with medical conditions, ensures that all emergency and non-emergency medication brought in to school is clearly labeled with the student’s name, the name and dose of the medication and the frequency of dose. This includes all medication that students carry themselves.
- j. All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the student’s name, the name of the medication, expiry date and the prescriber’s instructions for administration, including dose and frequency.
- k. Medication is stored in accordance with instructions, paying particular note to temperature.
- l. Some medication for students at this school may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area, Inaccessible to unsupervised students or lockable as appropriate.
- m. All medication is sent home with students at the end of the school year. Medication is not stored in summer holidays.

- n. 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

- o. Parents at this school are asked to collect out-of-date medication.
- p. If parents do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.
- q. A named member of staff is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done monthly and is always documented.
- r. Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or pediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.
- s. If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy or to school or the student's parent.
- t. Collection and disposal of sharps boxes is arranged with the local authority's Environmental services.

8. Bishop Rawstone Church of England Academy has clear guidance about Record Keeping

Enrolment forms

- a. Parents at Bishop Rawstone Church of England Academy are asked if their child has any health conditions or health issues 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

Drawing up Healthcare Plans

- b. Bishop Rawstone Church of England academy uses a Healthcare Plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required.
- c. 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:
 - In the first term of the school year
 - At enrolment
 - When a diagnosis is first communicated to the school.

- d. If a student has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent to the student's parents to complete.
- e. The parents, school and student with a medical condition are asked to fill out the student's Healthcare Plan together.
- f. Bishop Rawstone Church of England Academy ensures that a relevant member of school staff is present, to draw up a Healthcare Plan for students with complex healthcare or educational needs.

School Healthcare Plan register

- g. Healthcare Plans are used to create a centralized register of students with medical needs. An identified member of staff has responsibility for the register at this school.
- h. The responsible member of staff follows up with the parents if any further details on a student's Healthcare Plan are required or if permission for administration of medication is unclear or incomplete.

Ongoing communication and review of Healthcare Plans

- i. Parents at Bishop Rawstone Church of England Academy are regularly reminded to update their child's Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change.
- j. Staff at Bishop Rawstone Church of England Academy 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.
- k. Every student with a Healthcare Plan at Bishop Rawstone Church of England Academy has their plan discussed and reviewed at least once a year.

Storage and access to Healthcare Plans

- l. Parents and students at Bishop Rawstone Church of England Academy are provided with a copy of the student's current agreed Healthcare Plan.
- m. Healthcare Plans are kept in a secure central location at school.
- n. Apart from the central copy, specified members of staff (agreed by the student and parents) securely hold copies of students' Healthcare Plans. These copies are updated at the same time as the central copy.
- o. All members of staff who work with groups of students have access to the Healthcare Plans of students in their care.
- p. When a member of staff is new to a student group, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the Healthcare Plans of students in their care.
- q. Bishop Rawstone Church of England Academy ensures that all staff protect student confidentiality.
- r. Bishop Rawstone Church of England Academy seeks permission from parents to allow the Healthcare Plan to be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day. This

- permission is included on the Healthcare Plan.
- s. Bishop Rawstorne Church of England Academy seeks permission 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.

Use of Healthcare Plans

Healthcare Plans are used by Bishop Rawstorne Church of England Academy 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. Bishop Rawstorne Church of England Academy uses this information to help reduce the impact of common triggers
- ensure that all medication stored at Bishop Rawstorne Church of England Academy is within the expiry date
- ensure Bishop Rawstorne Church of England Academy 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.

Consent to administer medicines

- t. 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. A separate form is sent to parents for students taking short courses of medication.
- u. 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.
- v. 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.
- w. 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.

Residential visits

- x. Parents are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the student's current condition and their overall health. This provides essential and up-to-date information to relevant staff and school supervisors to help the student manage their condition while they are away. This includes information about medication not normally taken during school hours.
- y. All residential visit forms are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required. These are accompanied by a copy of the student's Healthcare Plan.
- z. 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.
- aa. The residential visit form also details what medication and what dose the student is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the student manage their condition while they are away.

Other record keeping

- bb. This school keeps an accurate record of each occasion an individual student is given or supervised taking medication. Details of the supervising staff member, student, dose, date and time are recorded. If a student refuses to have medication administered, this is also recorded and parents are informed as soon as possible.
- cc. This school holds training on common medical conditions. A log of the medical condition training is kept by the school.
- dd. All school staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. Bishop Rawstorne Church of England Academy keeps a register of staff who have had the relevant training.
- ee. Bishop Rawstorne Church of England Academy keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

9. Bishop Rawstorne Church of England Academy 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

- a. Bishop Rawstorne Church of England Academy is committed to providing a physical environment that is accessible to students with medical conditions.
- b. Students with medical conditions are included in the consultation process to ensure the physical environment at Bishop Rawstorne Church of England Academy is accessible.
- c. Bishop Rawstorne Church of England Academy commitment to an accessible physical

environment includes out-of-school visits. The school recognises that this sometimes means changing activities or locations.

Social interactions

- d. Bishop Rawstone Church of England Academy ensures the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.
- e. Bishop Rawstone Church of England Academy ensures the needs of students with medical conditions are adequately considered to ensure they have full access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits.
- f. All staff at Bishop Rawstone Church of England Academy are aware of the potential social problems that students with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behavior policies.
- g. Staff use opportunities in different lessons to raise awareness of medical conditions amongst students and to help create a positive social environment.

Exercise and physical activity

- h. Bishop Rawstone Church of England Academy understands the importance of all students taking part in sports, games and activities.
- i. Bishop Rawstone Church of England Academy ensures all classroom teachers, PE teachers and sports coaches make appropriate adjustments to sports, games and other activities to make physical activity accessible to all students.
- j. Bishop Rawstone Church of England Academy ensures all classroom teachers, PE teachers and sports coaches understand that students should not be forced to take part in an activity if they feel unwell.
- k. Teachers and sports coaches are aware of students in their care who have been advised to avoid or to take special precautions with particular activities.
- l. Bishop Rawstone Church of England Academy ensures all PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for students' medical conditions when exercising and how to minimize these triggers.
- m. Bishop Rawstone Church of England Academy ensures all students have the appropriate medication or food with them during physical activity and that students take them when needed.
- n. Bishop Rawstone Church of England Academy ensures all students with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Education and learning

- o. Bishop Rawstone Church of England Academy ensures that students with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.

- p. If a student is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at this school understand that this may be due to their medical condition.
- q. Teachers at this school are aware of the potential for students with medical conditions to have additional educational needs (AEN). Students with medical conditions who are finding it difficult to keep up with their studies are referred to the Learning Support. The school's SENCO or the Assistant SENCO, consults the student, parents and the student's healthcare professional to ensure the effect of the student's condition on their schoolwork is properly considered.
- r. Bishop Rawstone Church of England Academy ensures that lessons about common medical conditions are incorporated into a variety of areas in the curriculum.
- s. Students at Bishop Rawstone Church of England Academy learn about what to do in the event of a medical emergency.

Residential visits

- t. Risk assessments are carried out by Bishop Rawstone Church of England Academy prior to any out-of-school visit and medical conditions are considered during this process. Bishop Rawstone Church of England Academy considers include: how all students will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.
- u. Bishop Rawstone Church of England Academy understands that there may be additional medication, equipment or other factors to consider when planning residential visits. Bishop Rawstone Church of England Academy considers additional medication and facilities that are normally available at school.
- v. Risk assessments are carried out before students start any work experience or off-site educational placement. It is Bishop Rawstone Church of England Academy's responsibility to ensure that the placement is suitable, including travel to and from the venue for the student. Permission is sought from the student and their parents before any medical information is shared with an employer or other education provider.

10. Bishop Rawstone Church of England Academy is aware of the common triggers that can make medical conditions worse or can bring on an emergency. Bishop Rawstone Church of England Academy is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this

- a. Bishop Rawstone Church of England Academy is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.
- b. School staff have been given training on medical conditions. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions.
- c. Bishop Rawstone Church of England Academy has a list of common triggers for the common medical conditions at this school. Bishop Rawstone Church of England Academy has written a trigger reduction schedule and is actively working towards reducing or eliminating these health and safety risks.

- d. Written information about how to avoid common triggers for medical conditions has been provided to all school staff.
- e. Bishop Rawstorne Church of England Academy uses Healthcare Plans to identify individual students who are sensitive to particular triggers. Bishop Rawstorne Church of England Academy has a detailed action plan to ensure these individual students remain safe during all lessons and activities throughout the school day.
- f. Full health and safety risk assessments are carried out on all out-of-school activities before they are approved, including work experience placements and residential visits, taking into account the needs of students with medical conditions.
- g. Bishop Rawstorne Church of England Academy reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to this school's policy and procedures are implemented after each review.

11. Each member of the school and health community know their roles and responsibilities in maintaining an effective Medical Conditions Policy

- a. Bishop Rawstorne Church of England Academy works in partnership with all interested and relevant parties including the school's governing body, all school staff, parents, employers, community healthcare professionals and students to ensure the policy is planned, implemented and maintained successfully.
- b. The following roles and responsibilities are used for the Medical Conditions Policy at this school. These roles are understood and communicated regularly.

Employer

Bishop Rawstorne Church of England Academy 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
- ensure health and safety policies and risk assessments are inclusive of the needs of students with medical conditions
- make sure the Medical Conditions Policy is effectively monitored and evaluated and regularly updated
- provide indemnity for staff who volunteer to administer medication to students with medical conditions.

Headteacher

Bishop Rawstorne Church of England Academy head teacher has a responsibility to:

- ensure the school is inclusive and welcoming and that the Medical Conditions Policy is in line with local and national guidance and policy frameworks
- liaise between interested parties including students, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school

nurses, parents, governors, the school health service, the local authority transport service, and local emergency care services

- ensure the policy is put into action, with good communication of the policy to all
- ensure every aspect of the policy is maintained
- ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using students' Healthcare Plans
- ensure student confidentiality
- assess the training and development needs of staff and arrange for them to be met
- ensure all supply teachers and new staff know the Medical Conditions Policy
- delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register
- monitor and review the policy at least once a year, with input from students, parents, staff and external stakeholders
- update the policy at least once a year according to review recommendations and recent local and national guidance and legislation
- report back to the necessary key stakeholders about implementation of the Medical Conditions Policy.

All school staff

All staff at this school have a responsibility to:

- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- understand the school's Medical Conditions Policy
- know which students in their care have a medical condition and be familiar with the content of the student's Healthcare Plan
- allow all students to have immediate access to their emergency medication
- maintain effective communication with parents including informing them if their child has been unwell at school
- ensure students who carry their medication with them have it when they go on a school visit or out of the classroom
- be aware of students with medical conditions who may be experiencing bullying or need extra social support
- understand the common medical conditions and the impact it can have on students (students should not be forced to take part in any activity if they feel unwell)
- ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure students have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teaching staff

Teachers at this school have a responsibility to:

- ensure students who have been unwell catch up on missed school work
- be aware that medical conditions can affect a student's learning and provide extra help when students need it
- liaise with parents, the student's healthcare professionals, learning support and the pastoral team if a child is falling behind with their work because of their condition
- use opportunities in various areas of the curriculum to raise student awareness about medical conditions.

School nurse or school healthcare professional

The school nurse at this school has a responsibility to:

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

First aider

First aiders at this school have a responsibility to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school
- when necessary ensure that an ambulance or other professional medical help is called.

Additional educational needs coordinators

Staff working in the Additional educational needs area of the school have the responsibility to:

- help update the school's medical condition policy
- know which students have a medical condition and which have additional educational needs because of their condition
- ensure teachers make the necessary arrangements if a student needs special consideration or access arrangements in exams or course work.

Pastoral support team

The pastoral support team at this school has the responsibility to:

- help update the school's Medical Conditions Policy
- know which students have a medical condition and which have special educational needs because of their condition
- ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in.

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
- offer every child or young person (and their parents) a written care/self-management plan to ensure children and young people know how to self manage their condition
- 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)
- understand and provide input in to the school's Medical Conditions Policy.

Emergency care services

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

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

Students

The students at Bishop Rawstone Church of England Academy 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
- let any student take their medication when they need it, and ensure a member of staff is called
- treat all medication with respect
- know how to gain access to their medication in an emergency
- if mature and old enough, know how to take their own medication and to take it when they need it
- ensure a member of staff is called in an emergency situation.

Parents/Guardians

The parents/Guardians of a child at this school have a responsibility to:

- tell the school if their child has a medical condition
- ensure the school has a complete and up-to-date Healthcare Plan for their child
- inform the school about the medication their child requires during school hours
- inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- tell the school about any changes to their child's medication, what they take, when, and how much
- inform the school of any changes to their child's condition
- ensure their child's medication and medical devices are labelled with their child's full name
- provide the school with appropriate spare medication labelled with their child's name
- ensure that their child's medication is within expiry dates
- keep their child at home if they are not well enough to attend school
- 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

12. The Medical Conditions Policy is regularly reviewed evaluated and updated. Updates are produced every year

- a. Bishop Rawstorne Church of England Academy's medical condition policy is reviewed, evaluated and updated every year in line with the school's policy review timeline.
- b. New Department for Children, Families and Schools and Department of Health guidance is actively sought and fed into the review.
- c. In evaluating the policy, Bishop Rawstorne Church of England Academy seeks feedback on the effectiveness and acceptability of the Medical Conditions Policy with a wide-range of key stakeholders within the school and health settings. These key stakeholders include:
 - students
 - parents
 - school nurse and/or school healthcare professionals
 - headteacher
 - teachers
 - additional education needs coordinator
 - pastoral support team
 - first aider
 - all other school staff