

Supporting children with medical needs			
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Contact	Grace Kent	Effective date	September 2022

Rationale

The main aim of this policy is to clarify procedures for supporting pupils with medical needs. This will include pupils with long-term medical needs, pupils with short-term medical needs and pupils who need guidance and/or assistance in managing their medication programmes. Policy and procedures are planned in accordance with the recommended local authority and government guidelines.

We have a wide range of medical needs within the students and Great Oaks and alongside the details laid out in this policy, work closely with the NHS multi-disciplinary teams where necessary and families, to ensure that there is continuity of care and support for students with medical needs.

Objectives

Great Oaks is an inclusive community that aims to support and welcome pupils with medical conditions. We aim to provide all pupils with all medical conditions the same opportunities as others at school.

- We will help to ensure they can:
 - Have access to employment or voluntary work and be meaningfully engaged in their own communities.
 - Stay Healthy and safe.
 - Live as independently as possible
 - Develop positive relationships and be included in their communities.
- Great Oaks 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.
- Great Oaks understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- Great Oaks understands the importance of medication being taken as prescribed.
- All staff understand the common medical conditions that affect children at Great Oaks.
- Staff receive training on the impact medical conditions can have on pupils.

Great Oak'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.

These key stakeholders include:

- Pupils with medical conditions
- Parents
- school nurse
- Head teacher
- Teachers
- Welfare administrator
- Members of staff trained in first aid.
- School transport
- All other school staff.
- School governor

Great Oaks recognises 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.

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

Pupils are informed about the medical conditions policy:

- Through the student council
- In the school newsletter at several intervals in the school year
- In personal, social and health education (PSHE) classes
- Pupils reminded in assemblies (each half term) who first aiders are and who to go to in an emergency.

Parents are informed and regularly reminded about the medical conditions policy:

- By including the policy statement in the school's prospectus and signposting access to the policy
- At the start of the school year when communication is sent out about Healthcare Plans
- In the school newsletter at several intervals in the school year
- When their child is enrolled as a new pupil
- Via the school's website

School staff are informed and regularly reminded about the medical conditions policy:

- At scheduled medical conditions training
- Through school-wide communication about results of the monitoring and evaluation of the policy
- Through the staff handbook
- Supply and temporary staff are informed of the policy and their responsibilities.

Relevant local health staff are informed and regularly reminded about the school's medical conditions policy:

- Via links with the school/community nurse
- Through communication about results of the monitoring and evaluation of the policy.

1. All staff understand and are trained in what to do in an emergency for the most common serious medical conditions at Great Oaks

- All staff at Great Oaks are aware of the most common serious medical conditions at Great Oaks.
- Staff at Great Oaks 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 prudent parent. This may include administering medication.
- All staff who work with groups of pupils at Great Oaks receive training and know what to do in an emergency for the pupils in their care with medical conditions.
- Training is refreshed for all staff at least once a year.
- Action for staff to take in an emergency for the common serious conditions at Great Oaks
- is displayed in the staff room, medical room and at reception.
- Great Oaks uses Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils in their care who may need emergency help.
- Great Oaks has procedures in place so that a copy of the pupil's Healthcare Plan is sent to the emergency care setting with the pupil. 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.

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

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.
- Training is refreshed for all staff at least once a year.

- Action to take in a general medical emergency is displayed in prominent locations for staff. These include classrooms, the staff room, food preparation areas and sporting facilities.
- If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. The school tries to ensure that the staff member will be one the pupil knows.
- Generally, staff should not take pupils to hospital in their own car. If this does occur two members of staff will accompany the pupil.

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

Administration – emergency medication

All pupils at Great Oaks with medical conditions have easy access to staff that can administer their emergency medication. They (depending on level of learning difficulty) understand the arrangements for a member of staff to assist in helping them take their medication safely.

Administration – general

All use of medication defined as a controlled drug, even if the pupil can administer the medication themselves, is done under the supervision of a named member of staff – this is Dawn Condon or in her absence one of the named first aiders. Great Oaks 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 pupil taking medication unless they have been specifically contracted to do so.

There are several members of staff at Great Oaks who administer medication.

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.

All school staff have been informed through training that they are required, under common law duty of care, to act like any prudent parent in an emergency. This may include acting such as administering medication.

In all circumstances medication is administered by an adult and witnessed by a second adult.

Parents at Great Oaks 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.

If a pupil at Great Oaks refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.

Escorts on local authority transport receive first aid training, provided by the local authority. If a pupil has specific medical needs escorts will be receive training related to the condition and medication. They would, in these cases, have access to healthcare plans. Parents inform the escorts of specific medical needs.

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.

If a trained member of staff, who is usually responsible for administering medication, is not available Great Oaks makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities. **All medication should be signed off site by a first aider.**

If a pupil misuses medication, either their own or another pupil's, their parents are informed as soon as possible. These pupils are subject to the school's usual disciplinary procedures.

4. Great Oaks has clear guidance on the storage of medication at school.

Safe storage – emergency medication

- Emergency medication is readily available to pupils who always 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.
- Only trained first aiders have access to the drugs cupboard. LMT to have access to keys to drugs cupboard in an emergency.
- Epi-pens to be always available. These should not be locked in a cupboard in a classroom if the pupil is on the playground. Supervisory staff responsible for these pupils must always have easy access to epi-pens. These should be locked in the drugs cupboard overnight as DC monitors the expiry dates.
- First aiders' timetables are clearly displayed in the staffroom, medical room and outside welfare/medical room. First aiders off site indicate this by using the chart outside the welfare room.

Safe storage – non-emergency medication

All non-emergency medication is kept in a secure place, in a lockable cupboard in a cool dry place.

Staff ensure that medication is only accessible to those for whom it is prescribed.

Safe storage – general

- There is an identified member of staff (Dawn Condon) who ensures the correct storage of medication at school.

- All controlled drugs are kept in a locked cupboard and only named staff have access. The identified member of staff checks the expiry dates for all medication stored at school.
 - The identified member of staff, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought into school is clearly labelled with the pupil's name, the name and dose of the medication and the frequency of dose.
 - All medication is supplied and stored, wherever possible, in its original containers. All medication is labelled with the pupil's name, the name of the medication, expiry date and the prescriber's instructions for administration, including dose and frequency.
 - Medication is stored in accordance with instructions, paying note to temperature. Some medication for pupils at Great Oaks 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 pupils or lockable as appropriate.
 - It is the parent's responsibility to ensure new and in date medication comes into school.
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- Safe disposal
 - Parents at Great Oaks are asked to collect out-of-date medication.
 - 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.
 - 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 at least three times a year and is always documented.
 - Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps' boxes in Great Oaks are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.
 - 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 pupil's parent.
 - Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

5. Great Oaks has clear guidance about record keeping.

Enrolment forms

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

Healthcare Plans

Great Oaks uses a Healthcare Plan to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments.

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: at the start of the school year at enrolment.

When a diagnosis is first communicated to the school.

If a pupil has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent to the pupil's parents to complete.

The parents, healthcare professional and pupil with a medical condition are asked to fill out the pupil's Healthcare Plan together. Parents then return these completed forms to the school.

Great Oaks ensures that a relevant member of school staff is also present, if required to help draw up a Healthcare Plan for pupils with complex healthcare or educational needs.

School Healthcare Plan register

Healthcare Plans are used to create a centralised register of pupils with medical needs. An identified member of staff has responsibility for the register at Great Oaks.

The responsible member of staff follows up with the parents any further details on a pupil's Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

Ongoing communication and review of Healthcare Plans

Parents at Great Oaks 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.

Staff at Great Oaks use opportunities such as teacher–parent interviews and home–school diaries to check that information held by the school on a pupil's condition is accurate and up to date.

Every pupil with a Healthcare Plan at Great Oaks has their plan discussed and reviewed at least once a year.

Storage and access to Healthcare Plans

Parents and pupils at Great Oaks are provided with a copy of the pupil's current agreed Healthcare Plan.

Healthcare Plans are kept in a secure central location at school, on Arbor.

Apart from the central copy, specified members of staff (agreed by the pupil and parents) securely hold copies of pupils' Healthcare Plans. These copies are updated at the same time as the central copy.

All members of staff who work with groups of pupils have access to the Healthcare Plans of pupils in their care.

When a member of staff is new to a pupil 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 pupils in their care.

Great Oaks ensures that all staff protect pupil confidentiality.

Great Oaks 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.

Great Oaks seeks permission from the pupil and parents before sharing any medical information with any other party, such as when a pupil takes part in a work experience placement.

Use of Healthcare Plans

Healthcare Plans are used by Great Oaks to:

- Inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care.
- Remind pupils 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 pupils with medical conditions at school that bring on symptoms and can cause emergencies.
- Great Oaks uses this information to help reduce the impact of common triggers.
- Ensure that all medication stored at school is within the expiry date.
- Ensure Great Oaks's local emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency.
- Remind parents of pupils 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.

If a pupil requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent on their child's Healthcare Plan giving the pupil or staff permission to administer medication on a regular/daily basis, if required. A separate form is sent to parents for pupils taking short courses of medication.

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

Parents of pupils with medical conditions at Great Oaks 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 can manage, carry and administer their own emergency medication.

Residential visits

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 pupil's current condition and their overall health. This provides

essential and up-to-date information to relevant staff and school supervisors to help the pupil manage their condition while they are away. This includes information about medication not normally taken during school hours.

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 pupils.

Healthcare Plan

All parents of pupils 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 pupil 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 pupil manage their condition while they are away.

Other record keeping

Great Oaks keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, pupil, dose, date and time are recorded. If a pupil refuses to have medication administered, this is also recorded, and parents are informed as soon as possible.

Great Oaks holds training on common medical conditions once a year.

All school staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. The school keeps a register of staff who have had the relevant training.

Great Oaks keeps an up-to-date list of members of staff who have agreed to administer medication and have received the relevant training.

6. Great Oaks 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.

Physical environment

Great Oaks is committed to providing a physical environment that is accessible to pupils with medical conditions.

Pupils with medical conditions are included in the consultation process to ensure the physical environment at Great Oaks is accessible.

Great Oaks's commitment to an accessible physical environment includes out-of-school visits. The school recognises that this sometimes means changing activities or locations.

Social interactions

Great Oaks ensures the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.

Great Oaks ensures the needs of pupils 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.

All staff at Great Oaks are aware of the potential social problems that pupils 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 behaviour policies.

Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst pupils and to help create a positive social environment.

Exercise and physical activity

Great Oaks understands the importance of all pupils taking part in sports, games and activities.

Great Oaks 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 pupils.

Great Oaks ensures all classroom teachers, PE teachers and sports coaches understand that pupils should not be forced to take part in an activity if they feel unwell.

Teachers and sports coaches are aware of pupils in their care who have been advised to avoid or to take special precautions with activities.

Great Oaks ensures all PE teachers, classroom teachers and school sports coaches are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

Great Oaks ensures all pupils have the appropriate medication or food with them during physical activity and that pupils take them when needed.

Great Oaks ensures all pupils with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Education and learning

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

If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at Great Oaks understand that this may be due to their medical condition.

Great Oaks ensures that lessons about common medical conditions are incorporated into PSHE lessons and other parts of the curriculum.

Pupils at Great Oaks learn about what to do in the event of a medical emergency, within their own level of understanding.

7. Great Oaks is aware of the common triggers that can make medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this.

Great Oaks is committed to reducing the likelihood of medical emergencies by identifying and reducing triggers both at school and on out-of-school visits.

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.

The school has a list of common triggers for the common medical conditions at Great Oaks

Written information about how to avoid common triggers for medical conditions has been provided to all school staff.

Great Oaks uses Healthcare Plans to identify individual pupils who are sensitive to triggers. The school has a detailed action plan to ensure these individual pupils remain safe during all lessons and activities throughout the school day.

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 pupils with medical conditions.

The school reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to Great Oaks's policy and procedures are implemented after each review.

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

Great Oaks works in partnership with all interested and relevant parties including the school's governing body, all school staff, parents, employers, community healthcare.

professionals and pupils to ensure the policy is planned, implemented and maintained successfully.

The following roles and responsibilities are used for the medical conditions policy at Great Oaks. These roles are understood and communicated regularly.

9. Great Oaks'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 pupils). 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 pupils with medical conditions
- Make sure the medical conditions policy is effectively monitored and evaluated and regularly updated.
- Report to parents, pupils, school staff and the local authority about the successes and areas
- For improvement of Great Oaks's medical conditions policy
- Provide indemnity for staff who volunteer to administer medication to pupils with medical conditions.

10. Staff

Great Oaks's 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 pupils, school staff, 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 pupils' Healthcare Plans
- Ensure pupil 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 pupils, 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 all key stakeholders about implementation of the medical conditions policy.

All staff at Great Oaks 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 pupils in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan
- Allow all pupils 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 pupils who carry their medication with them have it when they go on a school visit or out of the classroom.
- Be aware of pupils 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 pupils (pupils should not be forced to take part in any activity if they feel unwell)
- Ensure all pupils with medical conditions are not excluded unnecessarily from activities they wish to take part in
- Ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teachers at Great Oaks have a responsibility to:

- Ensure pupils who have been unwell catch up on missed schoolwork.
- Be aware that medical conditions can affect a pupil's learning and provide extra help when pupils need it.
- Consult with parents and the pupil's healthcare professionals if a child is falling behind with their work because of their condition.
- Use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions.

School nurse or school healthcare professional

The school nurse for Great Oaks 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.

11. First aider

First aiders at Great Oaks 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.

- Enter any injury and/or treatment in the first aid book (this is kept in the welfare room and copies sent to the LA every half term)

Local doctors and specialist healthcare professionals

12. Individual doctors and specialist healthcare professionals caring for pupils, who attend Great Oaks, have a responsibility to:

- Complete the pupil's Healthcare Plans provided by parents.
- 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 pupil and their parents)
- Understand and provide input into the school's medical conditions policy.

13. 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 care.

14. The pupils at Great Oaks have a responsibility to:

- Treat other pupils 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 pupil is feeling unwell.
- Let any pupil 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.

15. The parents of a child at Great Oaks have a responsibility to:

- Tell the school if their child has a medical condition.
- Ensure that their child has medication in school as necessary.
- 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.
- Inform the school of emergency phone numbers (for home and named contacts)
- 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 schoolwork they have missed.
- Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.
- Ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

The medical conditions policy is regularly reviewed evaluated and updated.

Updates are produced every year.

Great Oaks's medical condition policy is reviewed, evaluated and updated in line with the school's policy review timeline.

New Department for Children, Families and Schools and Department of Health guidance is fed into the review.

In evaluating the policy, Great Oaks 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:

- Pupils
- Parents
- School nurse and/or school healthcare professionals
- Headteacher
- Teachers
- Special education needs coordinator
- Welfare administrator
- First aiders
- All other school staff.
- Local emergency care service staff (including accident & emergency and ambulance staff)
- Local health professionals
- The local authority
- School governors.

+ Local authorities, schools and governing bodies are responsible for the health and safety of pupils in their care.

+ Areas of legislation that directly affect a medical conditions policy are described in more detail in Managing Medicines in Schools and Early Years Settings.

The main pieces of legislation are the Disability Discrimination Act 1995 (DDA), amended.

By the Special Educational Needs and Disability Act 2001 (SENDA) and the Special Educational Needs and Disability Act 2005.