



## Supporting Students with Medical Needs Policy

**Reviewed and Approved by Personal Development, Behaviour and Welfare Committee**

**On: 22 March 2018**

**To be Reviewed and Ratified at the St Edward's Full Governing Body**

**On: 26 April 2018**

**Next review date: Spring 2020**

**Member of SLT responsible: Mrs M Lane**

## **Rationale**

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

- St Edward's School understands that it has a responsibility to make the school welcoming and supportive to students with medical conditions who currently attend and to those who may enrol in the future.
- We aim to provide all students with all medical conditions the same opportunities as others at school.
- Students with medical conditions, when they can, are encouraged to take control of their condition. We aim to make students feel confident in the support they receive from the school to help them do this.
- Parents and Carers of students with medical conditions need to feel secure in the care their children receive at school.
- We aim to ensure all staff understand their duty of care to students in the event of an emergency, the importance of medication being taken as prescribed and understand the common medical conditions that affect children at this school.
- We need to ensure all staff feel confident in knowing what to do in an emergency.
- We understand that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

## **Governors**

The governing body will ensure that sufficient staff have received suitable training before they are responsible for supporting children with medical conditions.

## **The Headteacher**

The Headteacher will:

- make sure all staff are aware of this policy and understand their role in its implementation.
- take overall responsibility for the development of individual healthcare plans

## **The Business Manager**

The Business Manager will:

- ensure that there is a sufficient number of trained staff available to implement this policy, including in contingency and emergency situations
- make sure that school staff are appropriately insured.

## **The Year Leader**

The Year leader will:

- contact the school nursing service in the case of any student who has a medical condition that may require support at school, but who has not yet been brought to the attention of the school nurse
- ensure that systems are in place for obtaining information about a student's medical needs and that this information is kept up to date

## **The School**

The school ensures all staff during induction, understand their duty of care to students in the event of an emergency and feel confident in knowing what to do.

The school will provide adequate First Aid and medical attention for students, staff and visitors. The aims of a First Aider are to preserve life, to limit the effects of the condition and to promote recovery. Qualified First Aiders are available at St Edward's to deal with accidents that occur on the premises only. The First Aid procedure is designed to ensure that every student, member of staff and visitor will be well looked after in the event of an accident, no matter how minor or major. It is emphasised that First Aid is provided by qualified First Aiders and not trained doctors or nurses. In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

The term 'First Aider' refers to those members of school staff who are in possession of a valid First Aid At Work certificate or equivalent.

The school aims to:

- provide effective, safe First Aid cover for students, staff and visitors.
- ensure that all staff and students are aware of the system in place.
- provide awareness of Health & Safety issues within the school and on school trips, to mitigate, where possible, potential dangers or accidents.
- give all of its students opportunities to access the curriculum.

## **Parental Responsibility**

- Parents and carers should ensure that their children are not sent to school if they are unwell or requiring medical attention for accidents incurred out of school, as facilities in the school are limited.
- Parents and carers will provide the school with sufficient and up to date information about their child's needs. If the child's condition is complex and/or they have a diagnosis, the school should be in receipt of a Health Care Plan, authorised by the child's consultant and/or nurse.
- Parents and carers are responsible for ensuring that the Student Office are provided with accurate records of emergency contact names and telephone numbers.
- No student will be allowed to go home during the school day without a member of staff contacting a parent or carer; or other listed person willing to take responsibility for the student. This applies for students in Y7-11 only. Sixth Form students need to notify the school office that they are unwell and leaving the school site.
- Students must sign out at Reception if leaving the school site during the school day.
- If the school cannot contact a parent or carer in the event of an emergency, the school will arrange for an ambulance or other means of transport to convey a casualty to hospital. It should be noted however, that treatment might be delayed until parental consent is available.
- DFE guidelines state; 'generally staff should not take students to hospital in their own car however, in an emergency it may be the best course of action. The member of staff should be accompanied by another adult and have business insurance.

## Students

Students with medical conditions will often be best placed to provide information about how their condition affects them. Students should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of their individual healthcare plan. They are also expected to comply with the individual healthcare plan.

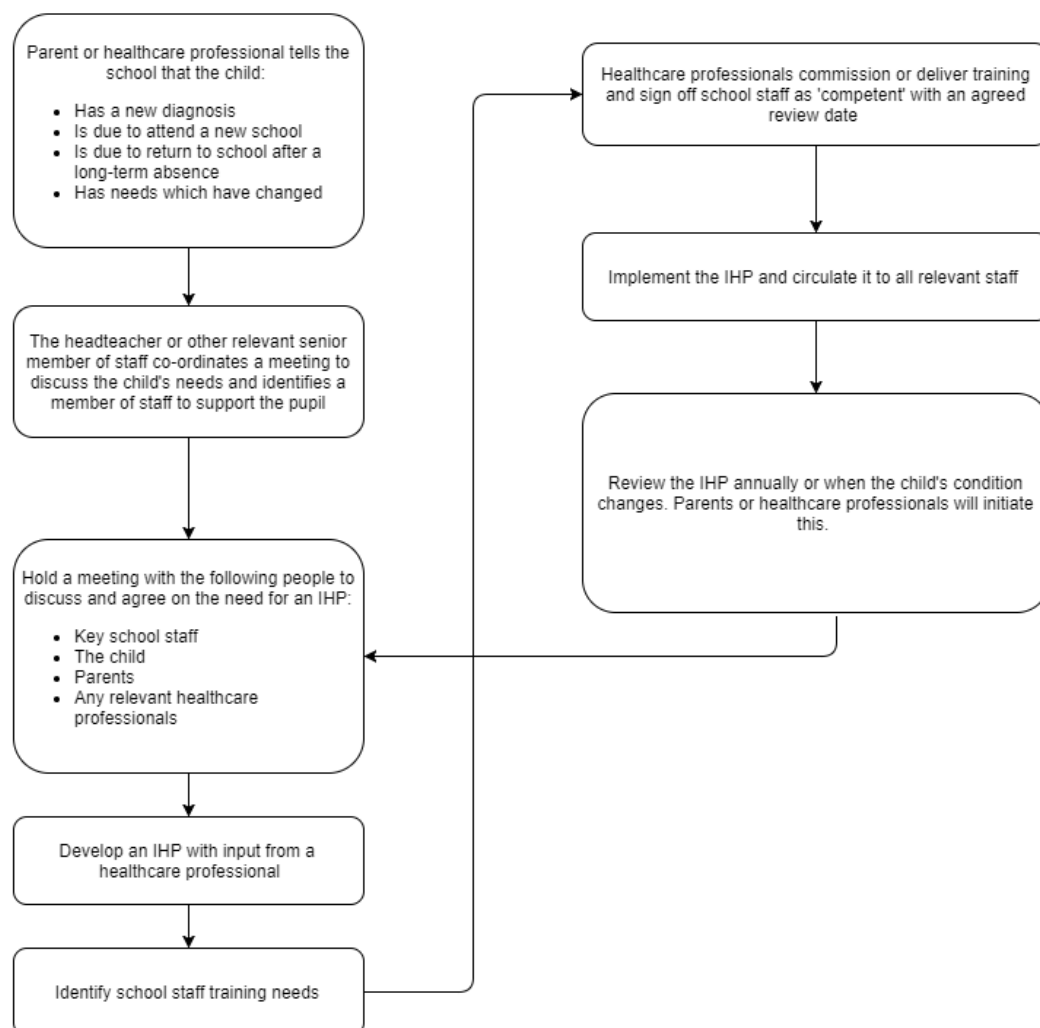
## School Nursing Service

The school nursing service will notify the school when a student has been identified as having a medical condition that will require support in school. This will be before the student starts school, wherever possible.

## Being notified that a child has a medical condition

When the school is notified that a student has a medical condition, the process below will be followed to decide whether the student requires an Individual Healthcare Plan.

The school will make every effort to ensure that arrangements are put into place within 2 weeks, or by the beginning of the relevant term for students who are new to our school.



## **Individual Healthcare Plans (IHPs) - See Appendix 1.**

The Headteacher has overall responsibility for the development of IHPs for students with medical conditions. This responsibility is delegated to the SENCo. The SENCo is responsible for those students whose medical condition affects their ability to access learning. Students with other medical conditions are supported by the Student Office.

1. **For students with a serious and diagnosed long-term medical condition:** the school would expect the child to have a IHP drawn up by the health care professional responsible, the young person and their parent or carer, and the school should be in receipt of this on the admission of the child. It is the responsibility of the parent or carer to provide the school/SENCo with updated plans on an annual basis. For some children, this IHP will be linked to statutory advice in their Education and Health Care Plan.
2. **For students who are not under a health professional and/or whose condition is less severe:** the school uses an IHP to record the important details about individual student's medical needs, their triggers, signs, symptoms, medication and other treatments. These are drawn up with the parent or carer, the school nurse, the tutor/Year Leader (and/or SENCo if appropriate) and with the student. All stakeholders sign the IHP. Parental permission for the Healthcare Plan will be sent with the student to hospital. The parent or carer will carry out any action they have agreed to as part of the implementation of the IHP e.g. provide medicines and equipment.

The school IHPs are filed in the Student Office. The member of staff who writes the plan is responsible for reviewing it with the parent or carer once a year, or, if the condition changes. The parent or carer also keeps a copy, as does the SENCo.

## **Administration of Medicine in School**

Prescription and non-prescription medicines will only be administered at school:

- when it would be detrimental to the student's health or school attendance not to do so.
- where the school has parent or carer's written consent.

An exception to this is where the medicine has been prescribed to the student without the knowledge of the parent or carer. (See Appendix 2)

## **Emergency Medication**

All students with medical conditions such as asthma, diabetes, epilepsy and allergies should know where their medication is stored and how to access it. They should understand the arrangements for a member of staff to assist in helping them to take their medication safely.

## **General Medication**

Students taking prescribed medication must be well enough to attend school.

Only medication prescribed by a doctor (or other medically qualified person) is administered. It must be in-date and prescribed for the current condition. In many cases, it is possible for a student's GP to prescribe medicine that can be taken at home, in the morning and evening.

Parents and carers must give written permission for the administration of medication. The staff receiving the medication must ask the parent or carer to sign a consent form (see Appendix 2) stating the following information:

- full name of child and date of birth
- name of medication and strength
- who prescribed it
- dosage to be given in school
- how the medication should be stored and expiry date
- any possible side effects that may be expected should be noted
- signature and printed name of parent and date.

Years 7-11: The Student Office should be informed of any medication brought into school at any time. Students taking any prescribed medication should bring them to the Student Office to be dispensed by the appointed First Aider.

Years 12-13 (6th Form): Taking into account the Gillick competence and Fraser guidelines, students can carry and may self-administer Paracetamol or Ibuprofen. Students should not distribute them to younger students. This is part of UK Medical law which allows a young person with sufficient maturity to consent to his or her medical treatment without parental permission or knowledge being required.

All: No student should carry medication on their person. (Diabetics, asthmatics and students with an EpiPen will have a medical card to say they have permission to carry one).

In the event of any special form of administration of medication being required, the parents or carers must contact the school so that arrangements can be made for this to occur and training given to staff to administer medication. No medication may be given without these details being provided.

All use of medication defined as a controlled drug, even if the student can administer the medication themselves, must be done under the supervision of a named member of staff at school.

All staff are aware that there is no legal or contractual duty for them to administer medication or to supervise a student taking medication, unless they have been specifically contracted to do so.

Most 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 medication to students under the age of 16, but only with the written consent of the student's parent or carer.

All staff have been informed through training during induction that they are required, under common law duty of care, to act like any reasonably prudent parent and carer in an emergency situation. This may include taking action such as administering medication. In some cases medication is only administered by an adult of the same gender as the student, and preferably witnessed by a second adult.

Parents and carers 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 student refuses their medication, staff will record this and notify parents and carers.

All staff attending off-site visits are made 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

If a student misuses medication, either their own or another student's, their parents and carers will be informed. These students are subject to disciplinary procedures.

### **The storage of medicine**

#### **Emergency medication**

Emergency medication is held securely in the student office where it is readily available to staff. Students should know how to access their medication through a member of staff.

#### **Non-emergency medication**

All non-emergency medication is kept in a locked cupboard in a cool dry place. Staff ensure that medication is only available to those for whom it is prescribed. There is an identified member of staff who ensures the correct storage of medication at school, checks the expiry dates three times a year and ensures (with the parent and carer) that all medication brought into the school is clearly labelled with the student'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. Some medication may need to be refrigerated. This must be stored in the Student Office fridge and clearly labelled. Medication that needs to be taken home at the end of the school day must be collected by the parent, carer or student from the Student Office.

#### **Safe Disposal**

Out of date medication is disposed of by the school, and parents and carers will be notified.

#### **Record Keeping**

St Edward's 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 in the First Aid book and in the student's planner. All staff who volunteer to administer certain medication are provided with the necessary training by a healthcare professional. The school keeps a list of staff who have had relevant training. A list of staff who have received general First Aid training is displayed in the Student Office.

#### **Residential trips, educational visits and sporting events**

The school believes that all students are entitled to participate fully in activities associated with the school and will attempt at all times to accommodate students with medical needs. However, consideration must be given to the level of responsibility that staff can be expected to accept and the nature of the medical need.

When a student with medical conditions is going on an outing, the member of staff organising the trip/visit/event will consult the Healthcare Plan. The member of staff in charge is then fully aware of the student's needs, action to take in an emergency, and that they need to administer the

medication. Medication for the student is taken in a sealed plastic box clearly labelled with the student's name. Inside the box is a copy of the consent form and record of administration and, where applicable, a copy of the Healthcare Plan. On returning to school, the medication, consent form and Healthcare Plan are returned and re-filed.

### **Hospital visits**

If a student on medication has to be taken to hospital, the student's medication is taken in a sealed plastic box clearly labelled with the student's name and the name of the medication. Inside the box is a copy of the consent form signed by the parent or carer and, where applicable, a copy of the Healthcare Plan and details of when the medication was last administered.

### **Health and safety**

The school is aware of the common triggers that can make medical conditions worse or can bring on an emergency. The school will actively work towards reducing or eliminating these health and safety risks where deemed appropriate and will have written a schedule of reducing specific triggers to support this. Risk assessments are carried out by the school prior to any out-of-school visit and medical conditions are included in this process. A Health Care Needs Risk Assessment will be carried out for any student already at school who develops a medical condition and before a new student with a medical condition joins. This will be carried out by the SENCO with the parent or carer and a healthcare professional. This may lead to the drawing up of a Healthcare Plan.

### **First aid**

The Appointed Lead First Aider is the Student Office Administrator. If the Student Office Administrator is not available, in the first instance please contact the reserve First Aider, the Attendance Administrator; and then any First Aider from the list.

### **Students requiring first aid during the school day**

If possible students should follow the normal First Aid Procedure (see Appendix 3) which should be posted in classrooms and prominent notice boards around the school.

All sick students reporting to First Aid must have their student planner signed by a teacher to say they are too ill to continue lessons.



# Individual Health Care Plan

APPENDIX 1

## Personal details

Name of school	
Student's name	
Date of birth	
Tutor group	
Student's address	
Medical diagnosis/condition	
Date	
Review Date	

## Family Contact Information

Contact 1 -Name	
Relationship to child	
Daytime contact no.	
Mobile no.	
Contact 2 – Name	
Relationship to child	
Daytime contact no.	
Mobile no.	

## Medical Contacts

Medical Name	
Phone no.	
GP Name	
Phone no.	
Who is responsible for providing support in school	

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

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Name of medication, dose, method of administration, when to be taken, side effects, contra-indications, administered by/self-administered with/without supervision.

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# REQUEST FOR SCHOOL TO ADMINISTER MEDICATION PARENT & CARER CONSENT FORM

**THE SCHOOL WILL NOT GIVE YOUR CHILD MEDICINE UNLESS YOU COMPLETE AND SIGN THIS FORM, AND THE LEAD FIRST AIDER, OR RESERVE FIRST AIDER HAS AGREED THAT THE STAFF CAN ADMINISTER THE MEDICINE.**

Daily care requirements.

Specific support for the student's educational, social and emotional needs.

Arrangements for school visits/trips etc

Other information

Describe what constitutes an emergency, and the action to take if this occurs

Who is responsible in an emergency (state if different for off-site activities)

Plan developed with

Staff training needed / undertaken – who, what, when

Form copied to

**Personal details**

Student's name	
Date of birth	
Tutor group	
Condition or illness	

**Medication**

Name and type of medication	(please ensure that the medication is in its original packaging displaying student's name and prescribing Doctor)
Date dispensed	
How long will your child take this medication?	
Dispensed by	
Expiry date	

**Full directions for use**

Dosage and method	
Timings	
Self-administration	(please write yes or no)
Special precautions	
Side effects	
Procedures to take in an emergency	

**I understand that I must deliver the medicine to the office and accept that this is a service which the school is not obliged to undertake.**

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medication is stopped.

**Signed .....**      **Name .....** **(please print)**

**Date.....**

## FIRST AID PROCEDURE FOR STUDENTS

APPENDIX 3

### IN AN EMERGENCY DO NOT MOVE CASUALTY

1. **SEND FOR A FIRST AIDER** – go to Student Office
2. **IF YOU ARE IN NEED OF EMERGENCY FIRST AID** – report to Student Office
3. **IF YOU ARE FEELING ILL** you must get your student planner signed by the teacher in charge confirming you are too ill to continue lessons before you come to first aid
4. **The Appointed First Aider is for emergencies.** Feeling unwell such as headache, feeling sick, period pains is no reason to leave lessons. Lunch and break times should be used for these
5. **PAINKILLERS** are not kept in the school. If these are needed they must be brought from home with a note in your student planner signed by your parent or carer, and handed into the Student Office upon arrival at school.
6. **IF YOU HAVE ANY MEDICAL CONDITIONS** please make sure your parent or carer notifies the school.
7. **IF YOU NEED TO TAKE MEDICINES DURING THE SCHOOL DAY** please take medication to the Student Office for safe keeping, with written permission from your parent or carer.
8. **PLEASE KEEP THE SCHOOL INFORMED** of any **CHANGES OF ADDRESS or TELEPHONE NUMBER**, which may be needed in the case of illness and in an emergency.

## EMERGENCY CALL OUT

### IN CASE OF SEVERE INJURY OR UNCONSCIOUSNESS DO NOT MOVE THE CASUALTY

1. The appointed Lead First Aider for St Edward's School is the Student Office Administrator.
2. The Student Office Administrator can be contacted by: either sending a responsible student as a runner to the Student Office or Reception or by telephone extension 210.