



High Down Schools

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HIGH DOWN SCHOOLS

POLICY FOR SUPPORTING PUPILS WITH MEDICAL CONDITIONS

Signed.....*S Goddard*..... (Chair of Governors)

Signed.....*A Khan*.....(Executive Headteacher)

Date.....*21/9/17*.....

This policy aims to provide clear guidance and procedures to staff, parents and pupils of the High Down Schools. It forms the basis of a supportive environment in which pupils with medical needs may receive suitable medical care enabling their continuing participation in education.

The Key aims of the policy are to ensure that:

- Pupils at the schools who have medical conditions are properly supported so that they have full access to education, including school trips and physical education
- Consultation with appropriate persons, such as health and social care professionals, parents and pupils is undertaken to ensure the needs of children with medical conditions are fully considered.
- Pupils are kept safe from harm and abuse
- Safe practices and procedures are in place to ensure that the schools meet their statutory responsibilities for health and safety

The local governing body is responsible for ensuring that there are sufficient arrangements to support pupils with medical conditions in the schools and for ensuring processes are in place to enable the policy to be developed and implemented.

The Executive Head Teacher is responsible for overseeing all of the arrangements in place and for ensuring that the policy is implemented effectively. The Executive Head Teacher will designate relevant staff to carry out the specific roles within the policy and will ensure that there are sufficient deputies to allow for staff absence.

Safeguarding

High Down Schools are committed to the welfare and safeguarding of all pupils. This policy should be read in conjunction with our Safeguarding Policy.

Individual Healthcare Plans

Individual Healthcare Plans (IHPs) will be drawn up where needs are complex or where it is necessary to clarify what support children require. The plan will be developed with the pupils' best interests in mind to ensure that the risks to the child's wellbeing, health and education are managed. Plans will be drawn up by the schools in consultation with parents and medical professionals.

The Executive Head Teacher is responsible for deciding, in consultation with staff, parents, health professionals and the Local Authority how the school can support a pupil with medical needs.

- The Class teacher working together with the office staff will be responsible for obtaining Individual Healthcare Plans written by the parents in consultation with all relevant parties and for ensuring that information is disseminated to relevant staff (including supply teachers) on individual pupil needs as

required, including any emergency procedures. IHPs will be reviewed at least annually or when the child's medical / health needs have changed.

- If appropriate, medical information will be sought from the relevant medical professionals in order to inform the nature and content of the IHP
- Where a child has a special educational need identified in a statement or Education Health Care (EHC) plan, the IHP should be linked to or become part of that statement or EHC plan.
- Where a child has special educational needs, but no Statement or EHC plan, their special educational needs should be mentioned in their IHP.
- The content of the Health Care Plan will follow the format as required in Template 1, in order to ensure the required level of support is provided to adequately reflect the child's medical needs.
- During off-site visits or extra-curricular activities the medical needs of pupils will be considered as part of the planning process and first aid requirements for the activity will take into account any medical or health care needs of the pupils taking part. Where required, sufficient essential medicines and health care plans will be taken as part of the activity and controlled by a suitable designated member of school staff. Individual pupil risk assessments will be undertaken where additional controls are required to reduce risk of accident or ill health during the visit/activity to an acceptable level.

Training

The Executive Head Teacher will ensure that staff are appropriately trained, including any whole school awareness training, and that individual staff are equipped to administer medical treatment to pupils with medical needs as required.

The strategic identification and co-ordination of training will be the responsibility of the School Business Manager and the After School Club Manager (After School Club) and reviewed at least annually.

Staff involved in supporting pupils with medical conditions will be provided with general in-house training by an appropriate person covering the school policy requirements and relevant school procedures. Staff must not give prescription medication or undertake health care procedures without training.

Where staff require additional training in order to deal with a specific medical condition, this will be undertaken by a school nurse or relevant health care professional as deemed necessary.

All training will be recorded. Staff training records will be managed by those responsible for coordinating the training and will be stored electronically and on file.

Coordination of Information

The Executive Head Teacher will ensure that all relevant staff are aware of individual pupils' medical needs and any emergency arrangements. School office staff will be responsible for coordinating and disseminating information as required.

Long Term Medical Absence

Where pupils are absent for 15 days or more (either consecutively or cumulatively) they will be considered to have long term medical absence.

All cases of long term medical absence will be supported by a multi-agency approach. This multi-agency response and planning will, as a minimum, involve school staff, a representative from the local authority, a healthcare professional as well as parents/carers. The Inclusion Leader for each school will be responsible for co-ordinating multi-agency response to a long term medical absence, including completing a referral to Tuition when a child is too ill to attend school.

Managing Medications

- Medicines will only be administered at school when it would be detrimental to a child's health or their attendance not to do so. Where clinically possible medicines should be prescribed in dose frequencies which enable them to be taken outside of school hours
- Each request for administration of medication to a pupil in school will be considered individually. No medication will be administered without prior consultation with, and written permission from the parent or guardian (Template 2)
- A minimum amount of medication, required by the pupil, will be held in school to accommodate the needs of that pupil. Any surplus medication will be returned to the parents to arrange for safe disposal
- Medicines received will be held securely within the school. All essential staff will be able to access medicines in case of emergency. Pupils will be informed of who to go to in order to access their medication and where it is stored
- Medication must be delivered to school by the parent or responsible person (not sent to school in the child's bag) and given to a member of the school's office staff. The exception would be where there is signed agreement for the pupil to carry their own medication (see Template 3)
- Medicines brought into school should be in **original packaging** and clearly marked on a label **by the dispenser** with:-
 - the name of the medicine
 - the pupil's name
 - dosage (including method of administration and times)
 - any special storage requirements
 - date
- The Schools will administer epipen treatment if the need arises to children who have a condition requiring such treatment provided the parents/carers have

provided the Schools with an epipen for that child which is in date. The Schools should not administer treatment with an out of date epipen unless instructed to do so by the emergency services, nor will they use another child's epipen

- The Schools have considered the Guidance on the Use of Emergency Salbutamol Inhalers in School published by the Department of Health in March 2015, but have decided that they will not keep general inhalers for use in emergencies. Pupils will need to provide their own in all circumstances.

The Schools will establish a medication record, used in conjunction with the pupil's Individual Health Care Plan. Persons administering medication will check medication type is correct then log the time and date, and sign the record upon administering medication (See Template 3)

Some pupils may be competent to manage their own medication e.g. inhalers. This will be discussed with parents where it is felt that this is appropriate. Permission must be obtained from parents by completing the form 'Request for a pupil to carry his/her own medication' (Template 4). Where a pupil has an Individual Health Care Plan the method of administration will be detailed within this document.

If pupils refuse to take medication, school staff should not force them to do so. The school should inform the child's parents as a matter of urgency. If necessary, the school should call the emergency services.

Hygiene/Infection Control

All staff should be familiar with normal precautions for avoiding infection and must follow basic hygiene procedures. Staff should wear protective disposable gloves and a face mask where appropriate and should take care, when dealing with spillages of blood or other body fluids and disposing of dressings or equipment, that all traces are thoroughly cleared up and disposed of in an appropriate fashion and the area has been disinfected with an appropriate substance. Staff should wash their hands and any part of their skin which has been exposed thoroughly afterwards.

Emergency Procedures

All staff should know how to call the emergency services. All staff should also know who is responsible for carrying out emergency procedures in the event of need. Guidance on calling an ambulance is provided on Template 7. A pupil taken to hospital by ambulance should be accompanied by a member of staff who should remain until the pupil's parents arrive.

Generally, staff should not take pupils to hospital in their own car, as if the pupil's condition deteriorates, the pupil may be under increased risk. In those rare circumstances where this is assessed by the schools as an acceptable mode of transport this should only be carried out if another (suitably first aid trained) member of staff accompanies the casualty and driver, and the car driver holds the correct vehicle insurance.

Intimate or Invasive Treatment

Some school staff are understandably reluctant to volunteer to administer intimate or invasive treatment because of the nature of the treatment for fears about accusations of abuse. Parents and the Executive Headteacher must respect such concerns and should not put any pressure on staff to administer medication unless they are entirely willing to do so.

If the schools can arrange for two adults, one the same gender as the pupil, to be present for the administration of intimate or invasive treatment this will minimise the potential for accusations of abuse. Two adults may ease practical administration of treatment too. Staff should protect the dignity of the pupil as far as possible, even in emergencies.

Unacceptable practice

The governing body is responsible for ensuring that there are sufficient arrangements to support pupils with medical conditions in school and for ensuring processes are in place to enable the policy to be developed and implemented. Staff recognise their duty under the DfE statutory guidance Supporting Pupils at School at School with Medical Conditions and are committed to upholding best practice

The following examples would be considered unacceptable practice:

- Pupils will not be prevented from easily accessing their inhalers and required medication
- Assuming every child with the same condition requires the same treatment
- Ignoring reasonable views of parents or pupils
- Sending pupils home frequently or preventing them from staying for normal school activities (unless specified in their IHP)
- Sending seriously unwell pupils to the school office unaccompanied
- Penalising children for their attendance if justifiably related to their medical condition, e.g. hospital appointments
- Preventing pupils from drinking, eating or taking breaks in order to manage their medication
- Preventing children from visiting the toilet whenever necessary as a result of their medical condition as set out in their IHP
- Preventing children from participating, or creating unnecessary barriers, in any aspect of school life, including school trips

Staff Guidance and Indemnity

There is no legal duty requiring school staff to administer medication. This is a voluntary role. Staff who provide support for pupils with medical needs or who volunteer to administer medication should be given support and guidance in the form of this policy, health care plans, systems of work and reporting procedures, access to suitable training and clarification of their legal liabilities.

Staff will be fully indemnified against claims for alleged negligence providing they are acting within the scope of their employment, have been provided with adequate training and are following guidelines. The administration of medicine falls within this definition.

Further Information on Illness and Medication

Further information for parents on the procedures to be followed in the event of pupil illness, and on some common illnesses, can be found on the websites of each school.

Complaints

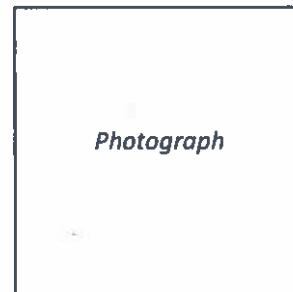
Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the Executive Head Teacher. If for whatever reason this does not resolve the issue the school's complaints procedure should be followed.

Template 1

Healthcare plan for a pupil with medical needs

Plan Number:

Name	
Date of birth	
Medical Condition/Diagnosis	
School	
Class / Form	
Date	
Review Date	



Contact information

Family Contact 1		
Name		
Phone No	Home	
	Work	
	Mobile	
Relationship		
Family Contact 2		
Name		
Phone No	Home	
	Work	
	Mobile	
Relationship		

G.P	
Name / Surgery	

Phone No	
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Clinic / Hospital contact	
Name	
Phone No	

Clinic / Hospital contact	
Name	
Phone No	

Clinic / Hospital contact	
Name	
Phone No	

Describe medical needs and give details of symptoms, triggers, signs, treatments, facilities, equipment / devices, environmental issues etc

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

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

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

--

Daily care requirements: (e.g. before sport, at lunchtime etc.)

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

Arrangements for school visits/trips etc:

Other information:

Plan developed with:

Staff training needed/undertaken – who, what, when:

Follow up care:

Form copied to:

--

Signed by:

School Representative	
Name	
Position	
Signature	
Date	

Parent / Carer	
Name	
Signature	
Date	

Health Care Professional	
Name	
Position	
Date	

Note

Please be aware of the confidential nature of this information, be discreet and DO get permission from the parent or guardian prior to copying information or exhibiting photos in medical rooms etc.

Template 2

Parental agreement for school to administer medicine

The school/setting will not give your child medicine unless you complete and sign this form.

Date for review to be initiated by

Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness

Medicine

Name/type of medicine
(as described on the container)

Dosage and method / route

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – y/n

Procedures to take in an emergency

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

--

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to

[agreed member of staff]

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

Signature(s)	
Date	

In the event of a pupil requiring a number of medications, schools should amend this form, adding additional 'medicine' sections, therefore keeping a record of all medication on one parental agreement.

Template 3

Record of medicine administered to an individual child

To be kept with a copy of the parental agreement for school to administer medicine

Name of school/setting	
Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine (including times if appropriate)	

Signature of parent	
Signature of staff member	

Date			
Time given			
Dose given			
Name of member of staff			
Staff signature confirming relevant checks have been made			
Name of witness			
Staff witness signature			

Date			
Time given			
Dose given			
Name of member of staff			
Staff signature confirming relevant checks have been made			
Name of witness			
Staff witness signature			

Date			
Time given			
Dose given			
Name of member of staff			

Staff signature confirming relevant checks have been made			
Name of witness			
Staff witness signature			

Date			
Time given			
Dose given			
Name of member of staff			
Staff signature confirming relevant checks have been made			
Name of witness			
Staff witness signature			

Date			
Time given			
Dose given			
Name of member of staff			
Staff signature confirming relevant checks have been made			
Name of witness			
Staff witness signature			

Date			
Time given			
Dose given			
Name of member of staff			
Staff signature confirming relevant checks have been made			
Name of witness			
Staff witness signature			

Template 4

Request for a Pupil to Carry his / her Medication

Example form for parents to complete if they wish their child to carry his/her own medication

This form must be completed by parents/guardian

Pupil's Name	
Address	
School	
Class/Form	

Condition or Illness

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Procedures to be taken in an Emergency

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Contact Information

Parent / Carer's Name	
Daytime contact number	
Relationship to child	

I would like my son / daughter to keep his / her medication on his / her person for use as necessary.

Name of medication	
Parent / Carer Signature	
Date	

Template 5

Record of Non Prescription Medication Administered to all Children

Name of School / Setting	
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Date	Child's Name	Time	Name of Medication	Dose Given	Any Reactions?	Staff signature	Print name

Template 6

Staff Training Record- Administration of Medicines

Name of school/setting	
Name of Trainee	
Type of training received	
Date training completed	
Training provided by	
Profession and title	

I confirm that [name of member of staff] has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [state frequency].

Trainer's signature	
Date	

I confirm that I have received the training detailed above.

Staff signature	
Date	
Suggested review date	

Template 7

Contacting Emergency Services

Request an ambulance

Dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. Your telephone number (School to insert school telephone number)
2. your name
3. your location as follows (insert school / setting address)
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code (school to insert post code)
5. provide the exact location of the patient within the school setting (school to consider whether to personalise for location of each card)
6. provide the name of the child and a brief description of their symptoms
7. inform Ambulance Control of the best entrance to use (school to insert information) and state that the crew will be met and taken to the patient (school advised to add prompts for staff to follow their arrangements for informing those who will meet and direct emergency services to patient)
8. put a completed copy of this form by the phone

Template 8

Model Letter to inviting parents to contribute to Individual Healthcare Plan development

Dear Parent

Developing an Individual Healthcare Plan for your child

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting pupils at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the each pupil needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, pupils, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgments about how your child's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve (the following people). Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I (or another member of staff involved in plan development or pupil support) would be happy for you contact me (them) by email or to speak by phone if this would be helpful.

Yours sincerely