



# **Supporting Students with Medical Conditions Policy**

**October 2019**

<b>Key Information</b>	
Written by:	Andrew Watson, School Business Manager
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Statutory / Non statutory:	Statutory
<b>Monitoring and review:</b>	
Governor approval date:	
Next review date:	October 2021 or when change in legislation or use of this policy highlights a need for review.

## **1. Policy Statement**

The Park School is committed to ensuring that all children with medical conditions, in terms of both physical and mental health, are properly supported so that they can play a full and active role in school life, remain healthy and achieve their full academic potential. This policy meets the requirements of the Children and Families Act 2014 and updated statutory guidance published in December 2015 (updated August 2017) regarding “Supporting pupils at school with medical conditions”.

We will act to ensure that no child with a medical condition is denied admission or prevented from taking up a place in our school because arrangements for their medical condition not have been made. We will also ensure that students’ health is not put at unnecessary risk from, for example, infectious diseases therefore we will not accept a child in school at times where it would be detrimental to the health of that child or others.

The Park School we are committed to promoting openness and encourage students to be open about any medical conditions, this helps students to feel less self-conscious, anxious or depressed.

In the event that students are returning to school from a long term medical absence The Park School will seek parental and expert advice on how best to reintegrate students back into their studies and provide extra support where required. This may include the use of personalised timetables during the period of reintegration.

This policy will be reviewed on an annual basis and is made readily accessible to parents/carers and school staff.

## **2. Policy Implementation**

The named person, who has overall responsibility for policy implementation, is the Headteacher.

With support they will

- Ensure that sufficient staff are suitably trained;
- Ensure that all relevant staff will be made aware of the child’s condition;
- Cover arrangements in case of staff absence or staff turnover to ensure someone is always available;
- Brief cover teachers/teaching assistants;
- Carry out risk assessments for school visits, holidays, and other school activities outside the normal timetable;

and

- Monitor individual healthcare plans

## **3. Procedure to be followed when notification is received that a student has a medical condition**

When we are notified that a student has a medical condition we will:

- Make arrangements for any staff training or support
- Make every effort to ensure that arrangements are put in place within two weeks
- Not wait for a formal diagnosis before providing support to students

### 3.1. Individual Healthcare Plans (IHP)

The Park School will send home a health questionnaire. Any parent/carer reporting that their child has an ongoing medical condition such as asthma, epilepsy, diabetes or more complex medical condition will be asked to complete an Individual Healthcare Plan (IHP), with support from the school where necessary. It is a legal requirement that this is updated annually. At The Park School we will ensure that plans are reviewed at least annually, or earlier if evidence is presented that the child's needs have changed. We will assess and manage risks to the child's education, health and social wellbeing, and aim to minimise any disruption to this.

The IHP requires information about:

- the **medical condition, its triggers, signs, symptoms and treatments**;
- the **student's resulting needs**, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons;
- specific **support for the student's educational, social and emotional needs** – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
- the **level of support** needed (NB: If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring) Please note: At The Park School we will generally hold medication centrally to limit the risks to the student and others of misuse of the medication. In some cases inhalers can be kept by the student, all other medication (including over the counter medicines) must be handed in to the office.
- **who will provide this support**, their training needs, expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable;
- **who in the school needs to be aware** of the child's condition and the support required. NB: At The Park School we will inform all staff of medical conditions, further detail will be provided to those allocated to support that student in school;
- **arrangements for written permission from parents/carers and the headteacher for medication to be administered by a member of staff, or self-administered by the student during school hours**. Self-administered medication may refer to inhalers and self-testing completed by diabetic students. This will be overseen by a member of staff;
- arrangements or procedures required for **school trips** or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments;

- **what to do in an emergency**, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform the development of their individual healthcare plan.

#### **4. Staff Training and Support**

Staff are supported in carrying out their role to support students with medical conditions through appropriate training. Training needs are assessed regularly and training accessed through competent professionals.

Any member of The Park School staff providing support to a pupil with medical conditions will have received suitable training.

No member of staff will give prescription medicines or undertake healthcare procedures without appropriate training or instruction (updated to reflect requirements within individual healthcare plans).

#### **5. The student's role in managing their own medical needs (including intimate care)**

Where students are deemed competent to manage their own health needs by their parents and medical professional they will be supported to do this. At The Park School we see this as an important step towards preparing students for the next stage in their lives. Where their medical needs require help with **intimate care** this should be carried out in a sensitive way as per the procedure detailed in intimate care plans. In all cases where students manage their own medical needs members of The Park School staff will monitor this, for example checking readings of diabetes checks.

#### **6. Managing medicines on school premises**

See Annexe 1: Administration of Medications Policy

#### **7. Non-prescribed medicines**

The Park School will administer non-prescribed medicines in cases where it is necessary for it to be taken during the school day. The medication must be in the original containers and within its expiry date. Parents/carers are required to complete a consent form to administer medications which is available from the school office.

The Park School has a small amount of paracetamol available for students, if it is deemed necessary the office will phone home to get consent from parents to administer. All other non-prescribed medication must be provided by parents/carers.

#### **8. Record Keeping**

We will ensure that written records are kept of all medicines administered to children. We recognise that records offer protection to staff and children and provide evidence that agreed procedures have been followed. Parents/carers will be informed if their child has been unwell at school.

## **9. Day trips, residential visits and sporting activities**

At The Park School we actively support students with medical conditions to participate in school trips and visits, or in sporting activities, and not prevent them from doing so.

As a school we believe it to be unacceptable practice to

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every child with the same condition requires the same treatment;
- ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged);
- send children with medical conditions home frequently for reasons associated with their medical condition or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual healthcare plans;
- if the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable;
- penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments;
- prevent pupils from drinking, eating or taking toilet breaks or other breaks whenever they need to in order to manage their medical condition effectively;
- **require parents, or otherwise make them feel obliged, to attend school to administer medication to provide medical support to their child, including with toileting issues. No parent/carer should have to give up working because the school is failing to support their child's medical needs;** or
- prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents/carers to accompany their child.

## **10. Complaints**

If you have a complaint about how your child's medical condition is being supported in school please contact the Headteacher and the Chair of Governors in the first instance.

## **ANNEXE 1: Administration of Medications Policy**

### **1. Policy Statement**

At The Park School we have a duty of care towards students and will ensure that any child requiring emergency or regular medication receives the required medication as instructed by the child's GP and parents. Staff will also receive training to support students with life threatening illnesses, such as epilepsy and diabetes, this training will be logged and updated as required.

Staff at The Park School are given indemnity by the local authority to administer medication to students where full agreement has been given by the school and the parents.

Medical information provided to The Park School will be kept confidential. Records will be kept securely and information will only be given to staff who need to know.

### **2. Administering Medication – General Points**

***NB: Medicine will only be administered with clear written instructions from the prescribing doctor e.g. Pharmacy sticker with instructions for dosage, name of child and prescription date.***

- 2.1. All medicines must be provided in the correct box/packaging with pharmacy sticker clearly visible and readable. Parents/Carers must also complete and sign permission forms as required.
- 2.2. The school reserves the right to refuse responsibility for the administration of medicine in some instances.
- 2.3. Emergency Medication for Epilepsy is recorded on a seizure plan signed by the child's doctor.
- 2.4. Children who are acutely ill and who require a short course of medication e.g. antibiotics, will normally remain at home until the course is finished. If it is felt by a medical practitioner that the child is fit enough to return to school, they can sometimes adjust the dose so that none is required during school hours.
- 2.5. Where medication is required to be stored in a refrigerator the school must be instructed to store this as such and does have facility to do so.
- 2.6. Products containing paracetamol can only be administered with permission of the student's parents/carers. In any event the office will phone home to request permission and inform parents/carers that such medication has been/is to be given. This is to ensure no other product containing paracetamol has been given outside of school to prevent overdose.
- 2.7. Medication is generally dispensed by the office staff. In some cases another member of staff given responsibility for a specific child can also dispense medication. All medication given must be witnessed by 2 staff members and recorded that it has been given.
- 2.8. All students who require medication to be given during school hours must report to the school office to take any medication. This procedure is necessary to ensure medication is centrally held and recorded.

- 2.9. In the event that student's do not arrive at the time stated for their medication, they will be collected to come to the office.
- 2.10. If a student refuses to take their medication, they will not be forced, in these events the parents/carers will be informed that the student has not taken their medication.
- 2.11. The parents/carers must take responsibility to update the school of any changes in administration for routines or emergency medication and maintain an in date supply of the medication. Any unused or time expired medication will be handed back to parents/carers for disposal.
- 2.12. Parents/Carers will be informed when supplies of medication are running low to ensure there is time to provide more.
- 2.13. Emergency treatment medication including Epipens and Inhalers must be available to the student at all times. Emergency treatment must follow the student on any trip outside of the school. Where it has been agreed by parents and teachers inhalers will be carried by the child. All other medicines (except inhalers) should be kept securely. Staff are responsible for signing in and out any medical packs taken on trips.
- 2.14. Where it is not possible for a pupil to carry their own emergency medical treatment medication, then the medication will be kept in a place readily available by a member of teaching/support staff.
- 2.15. The Park School holds emergency spare inhalers and Epipens, and will use these in the event that the student's medication is lost.
- 2.16. If there is any difficulty about the use of medicines, including injections or inhalers, trained staff should be contacted for advice.
- 2.17. We will never give medicine which contains aspirin unless prescribed by a doctor.
- 2.18. Records of medication given in school is kept securely in the school office.
- 2.19. Staff must use disposable rubber gloves where appropriate.
- 2.20. Staff asked to handle hazardous material e.g. "sharps" must dispose of these in the specified containers.
- 2.21. In the event that The Park School has a student that requires specific procedures, such as tube feeding, these will only be carried out by trained staff.
- 2.22. Homely remedies (see Annexe 2 for definition) will only usually be administered under instruction by parents/carers. In these cases parents/carers are wholly responsible for ensuring the safety of these remedies.
- 2.23. Cough sweets and considered as sweets and therefore cannot be eaten in class.

### **3. Long Term Medication**

- 3.1. The medicines in this category are largely preventative in nature and it is essential that they are given in accordance with instructions otherwise the management of the medical condition is hindered.
- 3.2. In addition, the parents/guardians must be informed that they must update any changes in medication to the school and complete the relevant medication form. The school will offer support in the completion of any forms where parents/carers have literacy problems or where English is not their first language.
- 3.3. It is sometimes necessary to explain the use of medication to a number of students in school in addition to the affected child so that peer group support can be given.

- 3.4. Long term medication is particularly applicable to the management of asthma.
- 3.4.1. Advice for school staff on the management of asthma for individual students (including emergency care) is detailed in care plans
  - 3.4.2. Any difficulties in the use of an inhaler or understanding about medication usage should be referred to trained First Aiders for further advice.
  - 3.4.3. It is important that reliever inhalers are immediately accessible for use when a student experiences breathing difficulties or when specifically required prior to a sporting activity and trips as instructed in the student's medical plans.
  - 3.4.4. If a midday dose of a preventative inhaler is prescribed, this must be given in accordance with section 2 – see above.

#### **4. Emergency Treatment**

- 4.1. No emergency medication should be kept in the school unless the school has been made aware that the student has ample supplies at home and for journeys to and from school.
- 4.2. Advice for all school staff about individual students will be provided by the Family Liaison Lead as part of information packs to ensure we are able to best support the student's medical needs.
- 4.3. In the event of the absence of trained staff, it is essential that emergency back-up procedures be agreed in advance between the parents/carers, the school and, where possible, a medical adviser. Information will be recorded on the care plan and filed in the school office.
- 4.4. Storage of any medication must be in accordance with section 2 – see above. Medications must be clearly labelled with the student's name, the action to be taken, route, dosage and frequency and the expiry date.
- 4.5. If it is necessary to give emergency treatment, a clear written account of the incident must be completed and a copy given to parents/carers and a copy retained by the school.
- 4.6. If emergency services are required the office staff must be informed and asked to contact them. In event that emergency services are required when offsite staff must ensure contact is made as soon as possible either by mobile phone or by asking employees of locations visited.

#### **5. Medication Routines**

- 5.1. All medication is stored in the office next to reception, this includes a refrigerator, medical cabinet and orange emergency packs. Keys are kept in the key safe, in a location which is inaccessible to students.
- 5.2. Any medical packs for conditions such as diabetes are also kept in the office next to reception.
- 5.3. Record sheets are also kept in the school office, these includes logs of those who administer and witness the administering of medication and also signing out and in sheets for medication to be taken off site.
- 5.4. Medicines and First Aid equipment will be regularly checked and any out of date medicine returned to parents/carers as required.



5.5. All members of staff must sign to confirm that they have read and understood the Policy and Procedures for the Administration of Medicines.

## **6. School Trips and Residential Trips**

- 6.1. Trip Leaders should ensure that the medical needs of all students participating in the visit have been identified, this should be done as part of the planning process and highlighted in individual risk assessments.
- 6.2. A named member of staff must supervise the storage and administration of medication on any trips.
- 6.3. If the student needs medication to be administered during the visit this must be recorded on the sheets provided and kept securely.
- 6.4. Medication must be in its correct packaging and details clearly visible. A sheet detailing key information will also be provided.
- 6.5. On return to the school all medication sheets must be returned to the school office to be filed safely. Any copies of original documents, e.g. medical consent forms will be destroyed.

## **7. Training and Support**

- 7.1. All students at The Park School who require medication/medical support have a written health care/medical plan which is provided to all staff.
- 7.2. Specific staff, who have regular contact and/or responsibility for students with medical conditions, will be provided with relevant training on how to best support these students.
- 7.3. Certificates will be kept on personal files and names of trained staff made available to others to help support in the event of an emergency.
- 7.4. Where necessary The Park School will make contact with relevant Healthcare Professionals to ask for guidance and support regarding medical conditions.
- 7.5. Health care/medical plans are made readily available to all staff in locations around the school.

## **ANNEXE 2 – Home Remedies/Non Prescription Medicines Policy**

A home remedy is a medicine that may normally be bought by a person without a doctor's prescription, i.e. over the counter.

This policy will enable staff to treat minor illnesses experienced by students as their parents/carers would in their own homes. The policy specifies that written permission must be given by parents/carers to dispense any over the counter medication and, with the exception of paracetamol, this medication must be provided by the parent/carer.

Paracetamol can be administered, with verbal parental permission, to alleviate headaches or period pains. The communication log must be used to record permission where written permission has not already been gained as part of the Year 7 Induction Pack.

In any event a telephone call will be made if a student requests over the counter medication, even if signed permission has been received. This is to ensure there is no chance of an overdose.

Records of medication given under this policy will be kept in the same way as any prescribed medication and 2 staff will be required to administer the medication.

The Park School reserves the right to refuse responsibility for the administration of medicine in some instances.

### **ANNEXE 3 – Intimate care procedure**

Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning a student after they have soiled themselves) to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes as part of a staff member's duty of care. In the cases of a specific procedure to meet complex health needs only a person suitably trained and assessed as competent will undertake the procedure, (e.g. the administration of rectal diazepam). It is a sensitive issue and will require staff to be respectful of the student's needs, remembering that student's welfare and dignity is of paramount importance.

The Park School is committed to ensuring that all staff responsible for the intimate care of all students, including those with complex needs, will undertake their duties in a professional manner at all times:

- The management of intimate care needs will be carefully planned
- Staff training will include:
  - Safeguarding
  - Child Protection
  - Health and Safety training in moving and handling
- Special apparatus will be used appropriately where necessary
- Each student will be supported to achieve the highest level of autonomy that is possible, given their age and abilities
- **Individual Intimate Care Plan** will be drawn up for each pupil to suit their individual circumstances
- Wherever possible, one student will be catered for by one adult unless there is a sound rationale for having more adults present
- School **safeguarding procedures** and Surrey County Council procedures will be adhered to at all times
- If a member of staff has any concerns about **physical changes** in a student's presentation, e.g. marks, bruises, soreness etc. s/he will immediately report concerns to the designated safeguarding leads.

- If a student becomes **distressed or unhappy** about being cared for by a particular member of staff, the matter will be investigated and outcomes recorded.
- If a student makes an **allegation against a member of staff**, all necessary safeguarding and child protection procedures and protocols will be followed
- Staff should be aware of the school's health and safety policy. They should always wear appropriate protective clothing when dealing with a pupil who has soiled themselves. Any soiled waste (urinary or faecal) should be placed in a clinical waste disposal bag, which is specifically designated for disposal of such waste. The bin should be emptied regularly and it will be collected as part of the usual refuse collection service.
- Staff need to exercise caution in the use of physical contact, in line with the schools' limited touch culture and will be in response to the student's needs at the time. This should be of limited duration and will be appropriate given their age, stage of development and background. Students with complex health and/or special needs may require more physical contact to assist their everyday learning. Extra caution is required by staff where it is known a student has previously suffered abuse or neglect.
- Where it is necessary for staff to restrain students physically to prevent them from inflicting damage on either themselves, others or property they must refer to the school's **Restrictive Physical Intervention Policy**
- When a distressed student needs comfort and reassurance, physical touch, such as a caring parent would give, is acceptable
- First aiders should ensure, wherever possible, that another adult or other student are present and **first aid** procedures should be in line with agreed care plans
- Young people are entitled to respect and privacy when changing clothes
- Staff should take particular care when supervising and providing intimate care for students in the less formal atmosphere of a **residential setting** and volunteers involved in such activities should be familiar with all relevant school policies and all Surrey guidance.