



Parkstone Grammar School



SUPPORTING STUDENTS WITH MEDICAL CONDITIONS POLICY

DATE APPROVED	June 2020
APPROVED BY	Curriculum & Student Matters Committee
NEXT REVIEW	June 2021
TYPE OF POLICY	Statutory



SUPPORTING STUDENTS WITH MEDICAL CONDITIONS POLICY

WHAT AREAS ARE COVERED IN THIS POLICY

This policy outlines the procedures for support that will be offered to children with medical conditions and the administration of medicines for students whilst in school or involved in school activities

LINKED POLICIES

Child Protection and Safeguarding Policy
Offsite Activities
SEN

SAFEGUARDING

The school is an inclusive community that welcomes and supports students with medical conditions. We are committed to safeguarding students in all aspects of our work and will ensure this is central to care of those with medical conditions and in the administration of medicines so that all students and staff are kept safe through our procedures.

EQUAL OPPORTUNITIES

The school is committed to equal opportunities for all and to ensure that the need for support with medical conditions or medical treatment is no barrier to school attendance and the opportunity to fulfil a student's potential.

WHAT KEY ACTIONS IS THE SCHOOL TAKING TO ENFORCE THIS POLICY?

The policy will be reviewed regularly by the school and the governing body to ensure that it is adapted in the light of any new legislation and to ensure it is up to date with best practice as advised by DfE or medical practitioners.

The policy will be publicised on the school website

AIM

Parkstone Grammar School is committed to reducing the barriers to sharing in school life and learning for all its students. This policy aims to ensure that any students who have medical needs including those which require administering of medicines receive proper care and support in school.

INTRODUCTION

The school follows the DfE's "Supporting pupils at school with medical conditions" (December 2015) which provides guidance in supporting students with medical needs.

There is no legal duty that requires school staff to administer medicines. However schools need to make reasonable adjustments for students with medical needs. Furthermore, in an emergency, all teachers and other staff in charge of students have a common law duty to act for the health and safety of a child in their



care – this may mean giving medicine or medical care. The school ensures that there are sufficient members of support staff who are appropriately trained to manage medicines as part of their duties, as described in 'Staff Training' below.

The school will aim to support students' welfare by working in partnership with parents/carers to ensure that adaptations to the school experience accommodate the students' needs and the parents'/carers' wishes and each is clear about their role and if necessary a 'Health Plan' drawn up. However, it must be emphasised that primary responsibility for a child's health rests with the parents/carers.

EXCHANGE OF INFORMATION

Parents, as a child's main carer, have a responsibility to provide the school with sufficient information about their child's medical condition, treatment and/or special care needed at the school. This should be done prior to entry to school. If medical treatment becomes necessary after admission, parents must inform the school immediately. If a student is on an individual Health Care Plan they must also notify the school of any changes. The school will only accept prescribed medicines if these are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but may be available to school inside an insulin pen or a pump, rather than its original container.

All medicine handed into school must be accompanied by a completed Parental Consent for Medication Held in School form (Appendix 1).

Parents must inform the school of any medicines which students are allergic to and a contact person in case of emergencies.

INFORMATION SHARING WITHIN SCHOOL

Photographs of students with specific conditions i.e. allergy, asthma, specific medical conditions are displayed in the staffroom. A list showing all students with medical needs is circulated to Key Stage Managers and Heads of Year and Heads of Department at the beginning of each Year, along with photographs of those students with serious allergies and illnesses. Brief notes are also added to our SIMs system.

PUPILS WHO CANNOT ATTEND SCHOOL BECAUSE OF HEALTH NEEDS

Where a pupil cannot attend school because of medical needs, initially the school will follow the usual process around attendance and mark the pupil as ill for the purposes of the register. Where any absence lasts longer than 15 school days due to a medical condition, whether consecutive or cumulative, the local authority has a duty to ensure that the pupil receives suitable educational provision. While the school recognises that there is no specific statutory point at which the local authority does have to put in place suitable provision, the guidance from the Department for Education (January 2013) is that suitable provision should be put in place from the sixth day of the absence and that delay should be minimal. The school will work with the local authority to ensure that all involved in a pupil's education are kept up to date on the pupil's condition and the school's ability to meet the pupil's medical needs.



MONITORING OF INDIVIDUAL HEALTHCARE PLANS

This school uses Individual Healthcare Plans to record important details about individual children's medical needs at school. The plans will include the following (depending on the individual circumstances):

- Details of the medical condition – triggers, signs, symptoms and treatments
- Details of the impact of the condition on the child including the need for medication or other support, facilities or equipment that may be required
- Details of any specific support required to meet the individual's education, social or emotional needs
- Training requirements
- Internal information requirements (who needs to know)
- Parental consents for administration of medicine and sharing information
- Information relevant to off-site visits
- Emergency information

Further documentation can be attached to the Individual Healthcare Plan if required.

- When joining the school parents will be asked to provide all relevant medical details for a student, including a Healthcare plan if one is already in place.
- 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 Individual Healthcare Plan together. Parents then return these completed forms to the school.
- This school ensures that a relevant member of school staff is also present, if required to help draw up an Individual Healthcare Plan for pupils with complex healthcare or educational needs. This would normally be a member of the SEN staff

Visually, this is represented in the table at the end of this section.

School Health Care Register

Healthcare information will be stored as part of a student's file and relevant information recorded on SIMS. Responsibility for this information will lie with the SENDCO.

Ongoing Communication and Review of Individual Healthcare Plans

The parents or health care professionals should pass any changes to the Healthcare plan to the school as soon as practicable. The review of this information would form part of the termly SEND review for a student.

Storage and Access to Individual Healthcare Plans

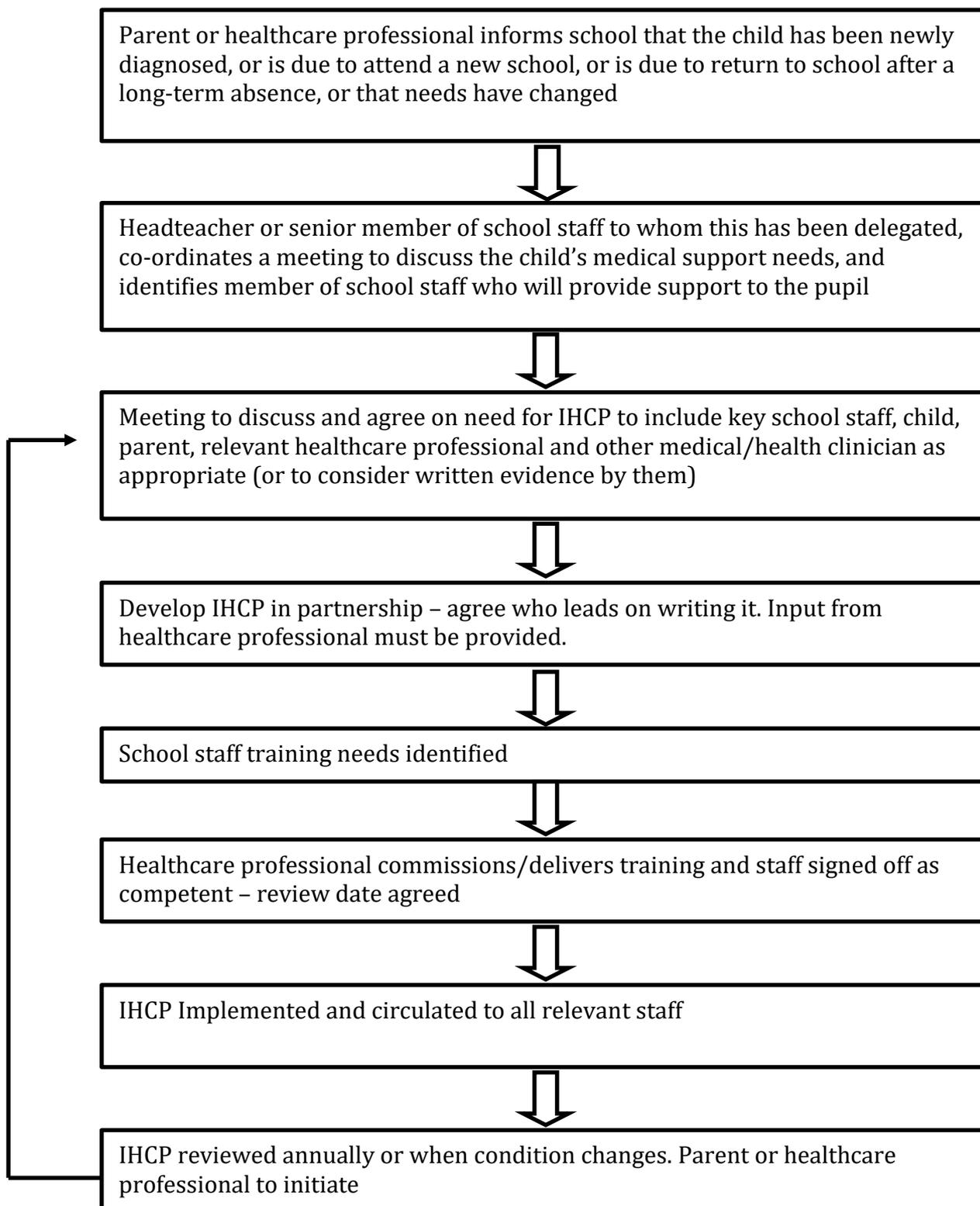
Healthcare plans will be stored in the students file and on SIMS. Access to these documents is limited to those staff who are required to support the student or administer the student files. Any further permission to share this information (for instance with work placements for work experience) will be sought in advance from the parents.

Individual Healthcare Plans are used by this school to:

- Inform all relevant 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. This school uses this information to help reduce the impact of common triggers.
- Ensure that all medication stored at school is within the expiry date.

- Ensure this school’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.

Monitoring of individual healthcare plan:





ADMINISTRATION OF MEDICATION

- The school understands the importance of taking the medication as prescribed.
- All staff understand 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. Where specific training is not required, any member of staff may administer prescribed and non-prescribed medicines to pupils under the age of 16 with parental consent and in accordance with that child's IHCP and/or arrangements that have been agreed in writing by the school.
- Our Board of Governors is responsible to ensure full insurance and indemnity to staff who administer medicines. Our insurance policy includes liability cover.
- Administration of medication which is defined as a controlled drug (even if the pupil can administer themselves) should be done under the supervision of a member of staff.

MANAGING PRESCRIPTION MEDICINES WHICH NEED TO BE TAKEN DURING THE SCHOOL DAY

It is recognised that students themselves have a role to play in managing prescribed medicines. In all cases, it is appropriate for them to be involved in taking responsibility for their own health care and dispensing their own medicines as and when appropriate. The only exception may be where it is explicitly specified in an individual Health Care Plan that assistance is required in dispensing medicine.

Inhalers

Students with asthma must carry their own inhaler. This ensures it is readily available for use prior to exercise or at the onset of an attack. The school also holds an emergency Salbutamol inhaler and spacers. These can be used in an emergency situation but only if written consent has been given by a parent (Appendix 2).

Epipens

There is an increasing number of students who have severe allergies. Epipens should be carried by students and spares retained in the school office. These must be provided by parents/carers and regularly updated. They must be in a clearly labelled container, including a photograph of the student.

Diabetics

It is good practice to keep an 'emergency kit' for diabetic students in addition to what they carry themselves. This should be provided by parents/carers to the main office in a container, clearly labelled with the name of the student and she should know where it is stored.

MANAGING NON-PRESCRIPTION MEDICINES

Staff will never administer non-prescription drugs, including paracetamol.

RECORDING OF MEDICINES

A note of any student and their symptoms admitted to the Medical room will be logged in the Daily Medical Log Book. This also applies to any First Aid administered around the school. Any medicines dispensed as part of a students' Health Care Plan must also be logged in the Daily Medical Log Book.



SAFETY AND STORAGE

Medicines will be kept in the main office. A fridge is provided for the storage of any medication that requires refrigeration i.e. antibiotics which must be clearly labelled.

All medication is kept in either a labelled bag or box for each student that requires it.

Any out of date/discontinued medicines will be returned to parents/carers. Parents/carers are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal.

Sharps boxes will always be used for the disposal of needles. Collection and disposal of the boxes will be arranged.

STAFF TRAINING

The school ensures that staff who administer medicine as part of a Care Plan or under emergency circumstances are fully briefed in general procedures in medicines and that they receive appropriate training to administer specific medicine e.g. Epipens. Training in the administration of specific medicines is arranged via the Primary Care Trust School Nurse. Records are maintained of all training completed by staff, on the central staff training (CPD) spreadsheet.

The school also ensures that there are a sufficient number of staff qualified as First Aid trained. They receive a First Aid at Work qualification via St Johns Ambulance.

In a medical emergency, First Aid is given and an ambulance is called if necessary and parents/carers are notified. If the student has a health plan this is given to the ambulance crew.

EDUCATIONAL VISITS

The school will always encourage students with medical needs to participate in safely managed visits and will make reasonable adjustments to ensure students with medical conditions are not excluded, as far as possible. Planning arrangements and the risk assessment will include the necessary health and safety steps to ensure those students with medical needs participate along with other students.

On occasions, additional safety measures may be required. It may be that an additional supervisor, parent or another volunteer might be needed to accompany a student with medical needs.

Parents/carers have a responsibility to inform staff supervising the visit of any medical needs, emergency procedures or medication required for their daughter. An up to date copy of the student's Health Care Plan must be taken on visits, where this is appropriate, to ensure all available information is to hand in an emergency.

WORK EXPERIENCE

Parents/carers must include details of any medical needs on any Work Experience forms where they are asked to do so. The Work Experience Co-ordinator will liaise with the external provider/employer and parents/carers as appropriate to ensure there are safe arrangements to meet the needs of any student during the placement. An up to date Health care Plan would need to be shared with an external provider/employer where appropriate.



UNACCEPTABLE PRACTICE

Our staff recognise that it is not acceptable 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 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 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 or provide medical support to their child, including with toileting issues. No parent 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, eg by requiring parents to accompany the child.

COMPLAINTS

Complaints about support in accordance with this policy should be dealt with in accordance with the school's published complaints policy.



APPENDIX 1



Parkstone Grammar School for Girls

PARENTAL CONSENT FOR MEDICATION HELD IN SCHOOL

Student's Details:

Surname:	Forename:	Tutor Group:

My daughter has been diagnosed with the following medical condition:

.....

.....

.....

I agree to members of staff administering the following medication to my daughter as directed below:

Name of Medicine	Dose	Frequency

Signature Date



APPENDIX 2

PARKSTONE GRAMMAR SCHOOL



CONSENT FOR USE OF EMERGENCY SALBUTAMOL INHALER*

Student's Name : Tutor Group:

Child showing symptoms of asthma / having asthma attack (delete as appropriate)

- 1. I can confirm that my child has been diagnosed with asthma / has been prescribed an inhaler (delete as appropriate).
2. My child has a working, in-date inhaler, clearly labelled with their name, which they will bring with them to school every day.
3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by the school for such emergencies.

Signed : Date: Parent/Carer

Name (please print)

*Only to be used if the student's prescribed inhaler is not available (eg, because it is broken or empty).

IMPORTANT NOTE: IF ANY OF THE ABOVE INFORMATION CHANGES, PLEASE ADVISE THE SCHOOL IN WRITING IMMEDIATELY