

MEDICAL POLICY

SUPPORTING PUPILS WITH MEDICAL CONDITIONS POLICY

STATEMENT OF INTENT

Ercall Wood Technology College wishes to ensure that pupils with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance released in April 2014 – "Supporting pupils at school with medical conditions".

Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities and this includes children with medical conditions.

KEY ROLES AND RESPONSIBILITIES

The Governing Body is responsible for:

1. The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of Ercall Wood Technology College.
2. Ensuring that the Supporting Pupils with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
3. Handling complaints regarding this policy as outlined in the school's Complaints Policy.
4. Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
5. Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.
6. Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
7. Keeping written records of any and all medicines administered to individual pupils.
8. Ensuring the level of insurance in place reflects the level of risk.

The Head Teacher is responsible for:

1. The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of Ercall Wood Technology College.
2. Ensuring the policy is developed effectively with partner agencies.
3. Making staff aware of this policy.
4. Liaising with healthcare professionals regarding the training required for staff.
5. Making staff who need to know aware of a child's medical condition.
6. Developing Individual Healthcare Plans (IHCPs).
7. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
8. If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
9. Contacting the school nursing service in the case of any child who has a medical condition.

Staff members are responsible for:

1. Taking appropriate steps to support children with medical conditions.
2. Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
3. Administering medication, if they have agreed to undertake that responsibility.
4. Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
5. Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.

Parents and carers are responsible for:

1. Keeping the school informed about any changes to their child/children's health.
2. Completing a parental agreement for school to administer medicine form before bringing medication into school.
3. Providing the school with the medication their child requires and keeping it up to date.
4. Collecting any leftover medicine at the end of the course or year.
5. Discussing medications with their child/children prior to requesting that a staff member administers the medication.
6. Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the Head Teacher, other staff members and healthcare professionals.

DEFINITIONS

1. "Medication" is defined as any prescribed or over the counter medicine.
2. "Prescription medication" is defined as any drug or device prescribed by a doctor.
3. A "staff member" is defined as any member of staff employed at Ercall Wood Technology College, including teachers.

TRAINING OF STAFF

1. Staff members will receive training on the Supporting Pupils with Medical Conditions Policy as part of their new starter induction.
2. Staff members will receive regular and ongoing training as part of their development.
3. Staff members who undertake responsibilities under this policy will receive relevant training:
4. No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering
5. No staff member may administer drugs by injection unless they have received training in this responsibility
6. The Personnel Manager will keep a record of training undertaken and a list of staff members qualified to undertake responsibilities under this policy.

THE ROLE OF THE CHILD

1. Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
2. Where possible, pupils will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location.
3. If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
4. Where appropriate, pupils will be encouraged to take their own medication under the supervision of a staff member.

INDIVIDUAL HEALTHCARE PLANS (IHCPs)

1. Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, Head Teacher, Special Educational Needs Coordinator (SENCO) and medical professionals.
2. IHCPs will be easily accessible whilst preserving confidentiality.
3. IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
4. Where a pupil has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.
5. Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

MEDICINES

1. Staff who volunteer to assist in the administration of medication will receive appropriate training/guidance through arrangements made with the School Health Service.
2. Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
3. If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement for a school to administer medicine form.
4. No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
5. No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
6. Medicines **MUST** be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
7. The school will not make changes to dosages on parental instructions.
8. A maximum of four weeks supply of the medication may be provided to the school at one time.
9. Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Drug and Alcohol Policy.
10. Any medications left over at the end of the course will be returned to the child's parents.
11. Written records will be kept of any medication administered to children.
12. Pupils will never be prevented from accessing their medication.

13. Ercall Wood Technology College cannot be held responsible for side effects that occur when medication is taken correctly.
14. If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.
15. It is the parents' responsibility to renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.
16. It is the responsibility of parents to notify the school in writing if the pupil's need for medication has ceased.
17. Medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated all medication to be administered in school will be kept in a locked medicine cabinet.

EMERGENCIES

1. Medical emergencies will be dealt with under the school's emergency procedures.
2. Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
 - What constitutes an emergency.
 - What to do in an emergency.
3. Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
4. If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

AVOIDING UNACCEPTABLE PRACTICE

Ercall Wood Technology College understands that the following behaviour is unacceptable:

- Assuming that pupils with the same condition require the same treatment.
- Ignoring the views of the pupil and/or their parents.
- Ignoring medical evidence or opinion.
- Sending pupils home frequently or preventing them from taking part in activities at school
- Sending the pupil to the medical room or school office alone if they become ill.
- Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

COMPLAINTS

The details of how to make a complaint can be found in the Complaints Policy.

MEDICATION IN SCHOOLS

THE LAW

Under the Health & Safety at Work Act 1974 the employer is responsible for making sure that a school has a health and safety policy. This should include procedures for supporting pupils with medical needs including managing prescribed medication.

The Children & Families Act 2014, Section 100, places a duty on governing bodies of maintained schools, proprietors of academies and management committees of PRU's to make arrangements for supporting pupils at their school with medical conditions.

The teacher's general duty to act "in loco parentis" is also relevant in deciding whether what is being requested is what would be expected of a reasonable parent in the same circumstances.

KEY ACTIONS:

- Pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.
- Governing bodies **MUST** ensure that arrangements are in place in schools to support pupils at school with medical conditions.
- Governing bodies should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are effectively supported.
- Ensure that medicines are kept safely whilst in school in accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

INTRODUCTION

On 1 September 2014 a new duty will come into force for governing bodies to make arrangements to support pupils at school with medical conditions. The statutory guidance is intended to help governing bodies meet their legal responsibilities and sets out the arrangements they will be expected to make, based on good practice. The aim is to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

THIS GUIDANCE SUMMARISES KEY POINTS FROM THE DfE GUIDANCE: 'SUPPORTING PUPILS AT SCHOOL WITH MEDICAL CONDITIONS' AND MUST BE USED IN CONJUNCTION WITH THIS DOCUMENT

ROLES & RESPONSIBILITIES

The Governing body should ensure that the school's policy clearly identifies the roles and responsibilities of all those involved in the arrangements they make to support pupils at school with medical conditions.

DEVELOPING AND IMPLEMENTING THE SCHOOL POLICY

Governing bodies should ensure that all schools develop a policy for supporting pupils with medical conditions that is reviewed regularly and is readily accessible to parents and school staff. In developing their policy, schools may wish to seek advice from any relevant healthcare professionals.

Governing bodies should ensure that the arrangements they set up include details on how the school's policy will be implemented effectively, including a named person who has overall responsibility for policy implementation. Details should include:

- who is responsible for ensuring that sufficient staff are suitably trained,
- a commitment 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,
- briefing for supply teachers,
- risk assessments for school visits, holidays, and other school activities outside of the normal timetable, and
- monitoring of individual healthcare plans.

Governing bodies should ensure that the arrangements they set up include details on how the school's policy will be implemented effectively, including a named person who has overall responsibility for policy implementation.

Governing bodies should ensure that the school's policy sets out the procedures to be followed whenever a school is notified that a pupil has a medical condition.

MANAGING MEDICINES ON SCHOOL PREMISES

The governing body should ensure that the school's policy is clear about the procedures to be followed for managing medicines.

SHORT TERM MEDICAL NEEDS

Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

Some pupils who are well enough to return to school may need to finish taking a course of antibiotics or apply lotion at the end of a prescribed course. This should only happen when absolutely essential and with their parent's written consent.

Where feasible medication should be taken before or after school. Alternatives would be to make arrangements to go home at lunchtime or for the parent to come to school to administer medication.

NON-PRESCRIPTION MEDICATION E.G. PAIN RELIEVERS

Pupils suffering from occasional discomfort such as headache or period pain sometimes ask for painkillers e.g. Aspirin or Paracetamol.

Specific staff should be authorised to issue pain relievers who should adhere to the following:

- Staff should not give any prescription or non-prescription medication to pupils under 16 without the parent's consent.
- A child under 16 should never be given medicine containing Aspirin, unless prescribed by a doctor.
- Regardless of age enquiries must always be made as to whether the pupil is taking any other medication, checks must be made to ensure that there are not likely to be adverse health effects from the interaction of the two.
- Dosage must always be in accordance with the instructions specified on the product container and enquiries made as to when any previous dose of pain reliever was taken so that the stated dose is not exceeded.
- The pupil should be supervised whilst taking medicine to ensure that they are swallowed and not accumulated.
- A written record of the dates and times of each administration is made in the Administration of Medicines Record (Template C). Frequent requests for analgesia should be raised with the pupil's parent so that further medical assessment can be made.

LONG TERM MEDICAL NEEDS

Governing bodies should ensure that the school's policy covers the role of **individual healthcare plans (Template A)**, and who is responsible for their development, in supporting pupils at school with medical conditions.

This duty also applies to Special Schools and should be read in conjunction with the SEN code of practice.

Early years settings should continue to apply the Statutory Framework for the Early Years Foundation

Stage: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335504/EYFS_framework_from_1_September_2014_with_clarification_note.pdf

SELF MANAGEMENT

It is good practice to allow pupils who can be trusted to do so to manage their own medication from a relatively early age and schools should encourage this provided the safety of other pupils is not compromised. If pupils can take medication themselves then staff may only need to supervise this.

Governing bodies should ensure that the school's policy covers arrangements for children who are competent to manage their own health needs and medicines.

REFUSING MEDICATION

No pupil should be forced to take medication. The school should inform the child's parents/carers as a matter of urgency of any refusal and call an ambulance if necessary.

DEALING WITH MEDICINES SAFELY

The Headteacher is responsible for ensuring that pupils have access to their medicine when it is needed.

Medication that has to be stored at school must be stored securely but in a location known to the pupil who knows who to go to for access. Some medication may need to be refrigerated. **This is particularly important to consider when outside of school premises e.g. school trips.**

Children who have access to their Inhalers/Epipen/insulin at home and are competent at administering their own medication should be allowed to carry their Inhaler/Epipen/insulin around with them at school. Most secondary pupils should be mature enough to carry their own Inhalers/Epipens/insulin as they do their diabetic kit.

In Infant, Primary and Junior Schools, Inhalers/Epipens should be kept in the class teacher's unlocked drawer in a well disciplined classroom if children are not sufficiently mature to carry their own. Where the child is not carrying their own insulin, the insulin needs to be kept either in a locked cupboard or a locked room in accordance with COSHH regulations. The glucose test kit and hypo treatments do not need to be locked away.

Access to the medication must be achievable within one minute of the child needing it. If there is any question of contamination, keep the Inhaler/Epipen/insulin in a clean, plastic lidded container

If any pupils with diabetes have to test glucose levels during the day by using a lancet and blood stick – a Sharps box should be provided by the parents (it is free to them from the NHS and should be changed every **3 months** by parents even if not full and safely disposed of as instructed to them by their child's Diabetic Nurse).

Parents are responsible for supplying medication in the smallest practicable amount. Schools should only accept prescribed medicines that 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 will generally be available to schools inside an insulin pen or a pump, rather than in its original container.

Parents must inform the school of any changes in medication such as change of dosage or if that medication has been stopped.

Parents should collect medication that is no longer needed or date-expired medication, as it is their responsibility to dispose of it.