

Staff Member Responsible:	JMI
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THE GILBERD SCHOOL

Supporting Students with Medical Conditions Policy

Revision Details	
November 2020	No material changes; policy wording altered to remove reference to specific procedure which may differ between schools in the Alpha MAT. References to 'child' replaced by 'student' except when referring to a parent/carer relationship to the young person.
February 2024	Page 1 – Recording when paracetamol/antihistamine is administered is on database/message home as Students often forget planners. Page 5 – Messages home sent when Student refuses medication when there is an immediate concern only. Page 6 – Individual Health Plans are no longer kept in Student Planners, available on X Drive and SIMs.

Aims

- Our schools are inclusive communities that aim to support and welcome students with medical conditions.
- Our schools aim to provide all students with all medical conditions the same opportunities as others at school wherever possible.

Policy Statements

- Our schools recognise that Section 100 of the Children and Families Act 2014 places a duty on the Governing Body to make arrangements for supporting students with medical conditions at their school.
- All staff understand that many of the medical conditions affecting our students will affect quality of life and may be life-threatening, particularly if poorly managed or misunderstood.
- This policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation using Individual Health Plans.
- For the most common serious medical conditions at this school all relevant staff are trained in what to do, should an emergency occur. Our annual refresher training is designed so that other staff are made aware of the procedures to follow in this event.
- All staff understand and are made aware in the school's general emergency procedures.
- Our schools have clear systems for the administration and storage of medication. All staff are made aware of the location of medication and the school's defibrillators.

- Our schools maintain records of the time and date of all medicines taken on the school premises and any medical procedures undertaken. Paracetamol and antihistamines administered are also recorded on Go 4 Schools and a message is sent home to parents/carers.
- All staff are made aware of the common medical conditions that affect students at this school. Staff receive guidance on the impact medical conditions can have on students.
- Our schools ensure that wherever possible, the whole school environment is inclusive and accessible to students with medical conditions.
- All staff should show an understanding of how medical conditions impact on a student's ability to learn.
- Our schools understand the importance of all students having the opportunity to take part in sports, games and other activities. Teachers and coaches will make appropriate adjustments to try and ensure that physical activity is accessible to all.
- Our schools will make staff aware of the common triggers that may exacerbate medical conditions or cause an emergency. The school is actively working towards minimising these health and safety risks.

Responsibilities

Collaborative working arrangements are in place to enable the stakeholders listed below to work in partnership to ensure that students' needs are met effectively.

Local Governing Bodies must:

- Ensure arrangements are made to support students with medical conditions in school; including making sure that this policy is fully implemented.

Senior Leadership Teams must:

- Ensure that schools' policies are developed and implemented.
- Ensure that all staff are aware of the policy and understand their role in its implementation.
- Ensure that all appropriate staff are aware of students' medical conditions.
- Ensure that appropriate staff are trained to implement the policy and deliver the support outlined in Individual Healthcare Plans, including in emergency situations.
- Ensure that school staff are appropriately insured to support students.
- Ensure that all educational visits are appropriately risk assessed and that the medical needs of students participating have been identified and provided for.

All school leaders must:

- Ensure Individual Healthcare Plans are written in partnership with parents, relevant staff who have received medical procedure training and where appropriate, students.
- Consult the student, parents and the student's healthcare professional (where relevant) to consider the impact of the students' medical conditions on their access to the curriculum.

School staff must:

- Be prepared to support students with medical conditions, including administering medicines if they have received appropriate training.
- Engage with training to achieve the necessary level of competency before taking responsibility to support students with medical conditions.
- Know what to do and respond accordingly when a student with a medical condition needs help (as set out within Individual Health Plans).
- Be aware of the potential for students with medical conditions to have special educational needs (SEN).

Human Resources staff must:

Brief supply teachers/temporary staff on a student's medical needs and explain the location of Individual Health Plans.

Administration staff with responsibility for administering medication/first aid must:

- Ensure medicines are kept securely but accessible to authorised personnel.
- Make and keep records of medical emergencies.
- Make and keep records of medicines administered.
- Gather information from parents, students, tutors and, where appropriate, healthcare professionals, to develop Individual Healthcare Plans and review plans as required.

Other Healthcare Professionals, including GPs and Paediatricians, must:

- Notify school nurse(s) when a student has been identified as having a medical condition that will require school support (this information will usually be supplied by parents and added to IHPs)
- Provide advice on developing Individual Healthcare Plans and support schools with particular conditions.

Parents/Carers must:

- Notify schools of their child's medical needs upon enrolment and provide sufficient and up-to-date information regarding these needs.
- Engage in the development and review of their child's Individual Healthcare Plan.
- Carry out actions agreed on Individual Healthcare Plan, including the provision of medication that is in date.
- Ensure that they, or another nominated adult, are contactable at all times in the event of an emergency.

Students must:

- Be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their Individual Healthcare Plan.
- Endeavour to develop the independence to manage their own medical needs where appropriate.

Procedures and Processes

- All staff must be aware of the most common serious medical conditions and what to do in an emergency.
- All relevant staff must be provided with training to support a student with medical needs:
 - During annual refresher training
 - Through access to Individual Healthcare Plans
 - Via updates from Healthcare Professionals on the administration of emergency medical procedures.
- School First Aiders are appropriately trained and can provide advice and guidance to staff, parents and students.
- In an emergency situation, school staff have a duty of care to act in loco-parentis. This may include administering medication or contacting the emergency services (999) for immediate advice on how to support a student in an emergency situation.
- If a student needs to be taken to hospital, an adult will always accompany them. If a parent/carer is unavailable a member of staff will accompany the student until a parent/carer arrives. If one exists, and the emergency situation allows, a copy of the student's Individual Healthcare Plan will be sent to the emergency care setting with the student.
- Training on common medical conditions occurs once a year for all staff as a part of our safeguarding refresher training. A log of trained staff is maintained in each school.

The student's role in managing their own medical needs

- Wherever safe and competent to do so, our schools actively seek that students take responsibility for managing their own medicines and procedures.
- Where this is not possible, appropriate staff will support with administering medicines and manage procedures.
- Whilst on school visits/trips, Individual Healthcare Plans must be adhered to with and reasonable adjustments considered as part of the risk assessment process.

Managing Medicines on School Premises

- Appropriate staff must have rapid access to emergency medication.
- Non-emergency medication must be secured in a locked storage facility out of school hours.
- All students should be encouraged to carry and administer their own emergency medication, when it has been determined that they are able to take responsibility for doing so. Students should be encouraged to carry their emergency medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits or non-term time events.
- All use of medication defined as a controlled drug, even if the student can administer the medication themselves, must be conducted under the supervision of staff.
- There is no legal duty for any member of staff to administer medication unless they have been specifically contracted to do so (even though many may consent to take on this role). Staff may administer prescribed

and non-prescribed medication to students under the age of 16 with the written consent of a student's parent/carer.

- Training must be given to all staff members who agree to administer medication to students (where specific training is needed). When suitably risk-assessed, school insurance provides full indemnity.
- All school staff should be informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation.
- If a student's medication changes or is discontinued, or the dose or administration method changes, it is the responsibility of parents/carers to notify schools immediately.
- If a student refuses their medication, staff will record this and, if there is an immediate concern, contact parents/carers (or the relevant healthcare professionals in an emergency situation) as soon as possible.
- Off-site visits are fully risk-assessed and staff must be made aware of any students with medical conditions. Staff must 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 via Individual Healthcare plans.
- If a student misuses medication, either their own or another student's, their parents must be informed as soon as possible. These students may be subject to the school's disciplinary procedures.

Storage of Medication at School

- If medication has been supplied by parents/carers it will be stored securely in Student Reception.
- Where a student is not yet able to self-manage or carry their own emergency medication, they must be informed how and where to access their emergency medication.

Non-Emergency Medication

- All non-emergency medication will be kept in a secure location, in a lockable storage facility in a cool dry environment. Students with medical conditions will be told where their medication is stored and how to access it.
- Staff must ensure that medication is only accessible to those for whom it is intended.
- The appropriate staff must ensure that medication held in school is correctly stored.
- All controlled drugs must be kept in a locked storage facility (at the appropriate temperature) and only the appropriate staff should have access (even if students normally administer the medication themselves).
- All emergency and non-emergency medication brought in to school should be clearly labelled and should be in its original container. Labelling should include the student's name, the medication name, the dose of the medication, the frequency of dose the expiry date and the prescribing instructions. This includes all medication that students carry themselves. For medication held within Student Reception, written parental consent to administer the medicine should be provided by the parent (using the appropriate pro-forma) and kept by the school with the medication.
- All refrigerated medication must be stored in an airtight container that is clearly labelled. Refrigerators used for the storage of medication are located in Student Reception.

- It is parents'/carers' responsibility to ensure new and in-date medication comes into school on the first day of the new academic year.
- An accurate record of each occasion an individual student is administered medication or supervised taking medication must be kept. The record must include details of the supervising staff member, the student's name, the dose and the date and time that the medication was administered.

Safe Disposal

- Out of date medication should be collected by parents once they have been informed.
- Sharps boxes must be used for the disposal of needles. Parents/carers must obtain sharps boxes from their child's GP or paediatrician on prescription. All sharps boxes are stored in a locked storage facility unless alternative safe and secure arrangements are put in place on a case-by-case basis.
- If a sharps box is required for an off-site or residential visit, a named member of staff must be responsible for its safe storage and return to a local pharmacy, the school or to the student's parent/carer.

Record Keeping

- Parents are asked if their child has any health conditions/issues on the data-capture admission form; life-threatening conditions are collated by the appropriate staff and added to Individual Healthcare Plans. Termly updates to records should be requested from parents/carers.
- The Individual Healthcare Plan details important information about an individual student's medical needs at school, the triggers, signs, symptoms, medication and other treatments.
- An Individual Healthcare Plan pro-forma, accompanied by an explanation of why and how it is used, should be sent to all parents/carers of students with a long-term medical condition(s). This should be sent:
 - At the start of the school year
 - At admission (if this is not the start of the school year)
 - When a diagnosis is first communicated to the school or updated by a parent
- Parents/carers, healthcare professionals and students should be asked to complete the Individual Healthcare Plan together. Parents/carers must then return the completed plan to the school.
- The school ensures that a relevant member of school staff is also present, if required, to help draw up an Individual Healthcare Plan for students with complex healthcare or educational needs. A copy of this must then be sent to parents/carers.

School Healthcare Plan Register

- Individual Healthcare Plans are used to create a centralised register of students with acute medical needs and are kept in a secure central location at school (and also attached as a linked document in SIMS).
- Every student with an Individual Healthcare Plan has their plan discussed and reviewed at least once a year. Termly updates to diagnosis and medication should be requested from parents/carers.
- All staff have access to the Individual Healthcare Plans of students in their care via X Drive/SIMS.
- All staff are responsible for the protection of student confidentiality.
- Before sharing any medical information with any other party, such as when a student takes part in a work experience placement, permission must be sought from parents/carers.

Educational Visits/ Education Off-Site

- Risk assessments are carried out by the school prior to any out-of-school visit and medical conditions are considered during this process. Factors considered should include: how all students will be able to access the activities proposed, how routine and emergency medication will be stored and administered and where help can be obtained in an emergency.
- Parents must be sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight stay. This form requests up-to-date information about the student's current medical condition and how it is to be managed whilst away.
- Staff on educational visits and out-of-school hours activities must be fully briefed on students' individual medical needs. They must have access to the Individual Healthcare Plan and any necessary medication/medical equipment for the duration of the visit.
- For all residential visits, a member of staff must be appointed as the designated First Aider and the appropriate first aid equipment must be taken on the trip.
- Risk assessments are carried out before students undertake a work experience or off-site educational placements. It is the school's responsibility to ensure that the placement is suitable and accessible for a student with medical needs. Permission must be obtained from parents/carers before any medical information is shared with an employer or other education provider.

Complaints

Should parents/carers/students or any other stakeholders be dissatisfied with the support provided, they should discuss their concerns directly with the school. If, for whatever reason, this does not resolve the issue, they may make a formal complaint via the school's complaints procedure (see Complaints Policy).

Glossary of Terms

Appropriate Staff

A member of staff who has received relevant training and is required as a part of their normal duties to administer medication to students with medical needs.

Controlled Drug

Some prescription medicines are controlled under the Misuse of Drugs legislation. These medicines are called controlled medicines or controlled drugs; for example, morphine. Stricter legal controls apply to controlled drugs to prevent them from being misused, obtained illegally or causing harm.