



Stretford High School

Supporting Students with Medical Conditions Policy

Ratified by the Board of Governors: December 2015
Policy to be reviewed: July 2018

Supporting Students with Medical Conditions

Definition

Students' medical needs may be broadly summarised as being of two types:

- (a) Short-term, affecting their participation in school activities for which they are receiving medical treatment.
- (b) Long-term, potentially limiting their access to education and requiring extra care and support.

School Ethos

Schools have a responsibility for the health and safety of students in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of students with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all students at the school. This may mean making special arrangements for particular students so that they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required. Stretford High School is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that students with medical conditions (long or short term) may need.

The Children and Families Act 2014 places a duty on schools to make arrangements for children with medical conditions. Students with medical conditions have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone. However, teachers and other school staff in charge of students have a common law duty to act 'in loco parentis' and must ensure the safety of all students in their care. To this end, we reserve the right to refuse admittance to a child with an infectious disease, where there may be a risk posed to others or to the health of the child involved. This duty also extends to teachers leading activities taking place off the school site.

The prime responsibility for a child's health lies with the parent, who is responsible for the child's medication and must supply the school with all relevant information needed in order for proficient care to be given to the child. The school takes advice and guidance from a range of sources, including the School Nurse, Health professionals and the child's GP in addition to the information provided by parents in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the child and others who may be affected (for example, peers).

Our Aims

- To support students with medical conditions, so that they have full access to education, including physical education and educational visits.
- To ensure that school staff involved in the care of students with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication.
- To comply fully with the Equality Act 2010 for students who may have disabilities or special educational needs.
- To write, in association with healthcare professionals, Individual Healthcare Plans where necessary.

- To respond sensitively, discreetly and quickly to situations where a student with a medical condition requires support.
- To keep, monitor and review appropriate records.

Entitlement

Stretford High School provides full access to the curriculum for every student wherever possible. We believe that students with medical needs have equal entitlement and must receive necessary care and support so that they can take advantage of this. However, we also recognise that employees have rights in relation to supporting students with medical needs, as follows:

Employees may:

- Choose whether or not they wish to be involved.
- Receive appropriate training.
- Work to clear guidelines.
- Bring to the attention of Senior Leadership any concern or matter relating to the support of students with medical conditions.

Expectations

It is expected that:

- Parents will inform school of any medical condition which affects their child.
- Parents will supply school with appropriately prescribed medication, where the dosage information and regime is clearly printed by a pharmacy on the container.
- Parents will ensure that medicines to be given in school are in date and clearly labelled.
- Parents will co-operate in training their children to self-administer medicine if this is appropriate, and that staff members will only be involved if this is not possible.
- Medical professionals involved in the care of children with medical needs will fully inform staff beforehand of the child's condition, its management and implications for the school life of that individual.
- Stretford High School will ensure that, where appropriate, children are involved in discussing the management and administration of their medicines and are able to access and administer their medicine if this is part of their Individual Healthcare plan (for example, an inhaler).
- School staff will liaise as necessary with Healthcare professionals and services in order to access the most up-to-date advice about a student's medical needs and will seek support and training in the interests of the student.
- Transitional arrangements between schools will be completed in such a way that Stretford High School will ensure full disclosure of relevant medical information, Healthcare plans and support needed in good time for the student's receiving school to adequately prepare.
- Individual Healthcare plans will be written, monitored and reviewed regularly and will include the views and wishes of the child and parent in addition to the advice of relevant medical professionals.

Procedure

The Board of Governors at Stretford High School ensures that an appropriate level of insurance is in place and reflects the level of risk presented by children with medical conditions.

Information

Students with serious medical conditions will have their photo and brief description of condition, along with any other necessary information, in the staffroom. Students with medical conditions which may require emergency attention, e.g. epilepsy, diabetes, will have their names and an Individual Healthcare Plan sent to all adults dealing with the student. All other medical conditions will be noted from student's SIMs records and this information will be provided to Learning Tutors annually.

In an emergency

In a medical emergency, a member of staff who has been first aid trained will administer emergency first aid if necessary.

If an ambulance needs to be called, staff will:

- Outline the full condition and how it occurred
- Give details regarding the student's date of birth, address, parents' names and any known medical conditions.

Students will be accompanied to hospital by a member of staff if this is deemed appropriate. Staff cars should not be used for this purpose. Parents must always be called in a medical emergency.

Administration of medicines

Only essential medicines will be administered during the school day. Parents must submit a written permission slip before any medicine is administered. Medicines to be given during the school day must be in their original container. Controlled drugs can also be administered, subject to all other conditions as described in the Policy.

Essential medicines will be administered on Educational Visits, subject to the conditions above. A risk assessment may be needed before the visit takes place. Staff supervising the visit will be responsible for safe storage and administration of the medicine during the visit.

Named staff members will give medicines (see Appendix 1 - Administering Medication in School). Before administering any medicine, staff must check that the medicine belongs to the student, must check that the dosage they are giving is correct, and that written permission has been given. Any student refusing to take medicine in school will not be made to do so, and parents will be informed about the dose being missed. All doses administered will be recorded in the Administration of Medicines book (located in Student Services Office).

All medicines will be stored safely. Medicines needing refrigeration will be stored in the fridge in the medical room. Some medicines (inhalers, etc) will be carried by the student, for ease of access during outside activities. All medicines must be clearly labelled.

Controlled drugs or prescribed medicines will be kept in the locked cabinet in the Medical Room. Access to these medicines is restricted to the named persons. Epi-pens are kept in the Student Services Office clearly labelled with the students' Health Care Plan and photograph.

Staff will record any doses of medicines given in the Medicine book. Students self-administering asthma inhalers do not need to be recorded.

Epi-pen - Any member of staff can administer an epi-pen in an emergency.

The pen (cap off) should be pushed against the student's thigh, through clothing if necessary. The pen should be held for a count of 10 seconds before being withdrawn. Ambulances must be called for a student who may require an epi-pen. Parents should be contacted after this call has been made.

Complaints

Should parents be unhappy with any aspect of their child's care at Stretford High School, they must discuss their concerns with the school. This will be with either the SEND or the appropriate Head of Year in the first instance, with whom any issues should be managed. If this does not resolve the problem or allay concern, the problem should be brought to a member of the leadership team, who will, where necessary, bring concerns to the attention of the Headteacher. In the unlikely event of this not resolving the issue, the parents must make a formal complaint using the Stretford High School Complaints Procedure.

Appendix 1

Administering Medication in School

Medication brought into school should be handed over by the parent/carer/student to the First Aider in Student Services unless it has been previously agreed that the student can carry their own medication e.g. inhaler.

A parental consent form must be completed each time there is a request for medication to be administered. (verbal consent is not permitted). All relevant information must be supplied including :

- Child's name
- Child's date of birth
- Name, strength and quantity of medication provided
- Clear concise dosage instructions
- Reason for the request
- Emergency contact names and telephone numbers
- Parent/Carer signature

NB: Changes to instructions should only be accepted when received in writing.

It is the parents/carers responsibility to provide the school with the medication required. The medication should be as dispensed, in the original container and must be clearly labelled with:

- Name of child
- Name of medication
- Strength of medication
- How much to give i.e. dose
- When it should be given
- Length of treatment /stop date, where appropriate
- Any other instructions
- Expiry date (where there is no expiry date the medication should have been dispensed within the last 6 months)

NB: The label "To be taken as directed" does not provide sufficient information. Precise information must be supplied.

Liquid medicines should be accompanied by a 5ml medicine spoon or oral syringe.

If the medication and/or dosage needs to be changed or discontinued the school must be informed in writing by the Parent/Carer.

It is the parents'/carers' responsibility to make sure that medication is replenished when needed.

Parents/carers must ensure that their child understands their responsibility if they carry their own medication, for example, an inhaler.

With the exception of emergency medication e.g. Epipens, all medication will be kept in a lockable, non-portable, cupboard/fridge, located in the Medical Room. All medication will be stored in clear re-sealable bags clearly labelled with the students full name, DOB , medication, dosage and expire date of the medication. Epipens will be stored in Student Services in re-sealable boxes with the student photograph and full name on the lid.

Asthma inhalers - students are to carry these themselves and self-administer as and when required. A spare inhaler should be supplied by parent/carer and this will be kept in the medical cabinet. Parent/carer must complete the self-administer medication form (Appendix 3)

A First Aider in Student Services will check the medication in the medical cabinet at the end of each term, to ensure that the medication has not reached its expiry date. All expired medication will be returned to Parent/carers.

Medication administration will take place in the Medical Room. All the necessary paperwork should be completed at the time of administering medication. Medication should only be administered to one child at a time. (Appendix 2)

Before administering medication the member of staff should check:

- The child's identity
- That there is written consent from a parent/carer
- That the medication name and strength and dose instructions match the
- Details on the consent form
- That the name on the medication label is that of the child being given the medication
- That the medication to be given is in date
- That the child has not already been given the medication within the dosage parameters.

If there are any concerns about giving a medication to a child, then the member of staff must not administer the medication but should check with the Parent/Carer or a health professional, documenting any action taken.

If a student refuses to take a medication they should not be forced to do so. Refusal should be documented. Parent/carer should be informed as soon as possible on the same day.

Under no circumstances will school administer any medication for pain relief which has not been provided by parent/carers and the relevant forms completed.

Appendix 2



Administering Medication in School

Name of Child

Date of Birth

Name of Medication

Dose and Method

Frequency

DATE	TIME	No of Tablets	Administered by Signed / Print	Witness Signed / Print

The above must be completed each administration / Inform parents via text

Student Health Care Plan

Appendix 3

Child's NameD.O.B..... Reg.....

Contact Information:

<p>GP</p> <p>Name.....Telephone Number</p> <p>Address.....</p> <p>Clinic / Hospital Contact</p> <p>Name.....Telephone Number</p> <p>Address.....</p>
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Medical Diagnosis or Condition

Condition/Diagnosis:

Date..... Review date.....

Medical Needs

Describe medical needs and give details of child's symptoms:

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

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Child's NameD.O.B..... Reg.....

Medication

School are unable to give any medication to a student that has not been provided by parent/carers.

The only medication that a student is permitted to carry in school is an inhaler. All other medication must be handed into Student Services and must be in its original container as dispensed by the pharmacy and clearly marked with the student's name and date of birth. Parents/carers must complete and sign a parental agreement form before school is able to administer any medication.

Parental agreement for school to administer medication

Name of Medication (as described on the container):

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Date Dispensed: Expiry Date:

Dosage: Frequency:

Special Precautions:

Are there any side effects that school need to be aware of?

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Please give details of any additional medication on a separate sheet.

I understand that the medication must be in the original container as dispensed by the pharmacy and accept that this is a service that the school is not obliged to undertake. The above information is accurate at the time of writing and I give consent to school staff administering medication in accordance with school policy. I will inform school immediately, in writing, if there is a change in dosage or frequency of the medication or if the medication is stopped.

I consent, if an emergency should occur at a time during the school day when my consent cannot otherwise be reasonably obtained, to the above pupil receiving any medical or surgical treatment deemed necessary by a qualified medial practitioner or to first aid being administered.

Signature: Parent/Carer Date:

Print: Relationship to child: