



## Care of Students with Medical Needs Policy

---

<b>Author</b>	C Massey
<b>Date</b>	March 2020
<b>Version</b>	5
<b>Approved Date</b>	March 2020
<b>Review Date</b>	March 2022

---

## Introduction

- 1 Alderbrook school is an inclusive community that welcomes and supports students with medical conditions. We endeavour to provide students with medical conditions the same opportunities and access to activities (both school based and out-of-school) as other students.
- 2 No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.
- 3 We will help to ensure students with medical needs can:
  - be healthy
  - stay safe
  - enjoy and achieve
  - make a positive contribution
  - attend as regularly as possible
- 4 This school understands that certain medical conditions are serious and potentially life-threatening, particularly if poorly managed or misunderstood.
- 5 This school understands the importance of medication and care being taken as directed by healthcare professionals and parents/carers.
- 6 The whole school and local health community understand and support the care of students with medical needs policy.
- 7 This school is aware that all children with the same medical condition will not have the same needs.
- 8 The school recognises that duties in the Children and Families Act and the Equality Act relate to children with disabilities or medical conditions.
- 9 The named member of school staff responsible for this medical needs policy and its implementation is: Clare Massey.
- 10 This policy is available on the school's website
- 11 Concerns by parents or others in relation to students with medical needs should be discussed initially, as appropriate, with first aid staff. It is desirable that concerns should be dealt with informally, but if that is not possible, parents/carers must follow the school's Complaints Policy which is available on the school's website.

## Aims

- 12 The objective of this policy is to ensure that the correct procedures are in place to support students with medical conditions. The school aims to
  - Liaise with parents/carers and students to support their medical needs.
  - Ensure parents/carers feel confident in the care they receive from this school and the level of that care meets their needs.

- Ensure staff are aware of medical conditions of students and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.
- Ensure all staff understand their duty of care to children and young people with medical conditions and trained first aid staff know what to do in the event of an emergency.

## Implementation

- 13 Students, parents/ carers, relevant local healthcare staff, and other external stakeholders can access this policy on the Alderbrook School website.
- 14 All school staff are made aware of the medical conditions at this school and understand their duty of care to students in an emergency. Staff receive an annual update regarding the medical needs of key students and any new students.
- 15 Relevant staff are kept informed of any changes to a student's medical needs and any new needs. Staff who cover First Aid on a daily basis attend annual Anaphylaxis and Asthma Awareness training delivered by the School Nurse Service. The training is cascaded to all nominated first aiders in school and the First Aid Coordinator cascades an overview to all staff as part of the annual update at the start of each academic year.
- 16 All staff have access to an electronic up-to-date medical booklet detailing students with life threatening medical needs
- 17 First Aid trained staff receive training in what to do in an emergency for specific students and this is refreshed at least once a year.
- 18 This school will, in partnership with parents / carers and health care professionals, give careful consideration to whether an individual healthcare plan (IHP) is appropriate or proportionate. The development of a plan will be led by the School Nurse Service.
- 19 A student's individual healthcare plan will explain what help they need in an emergency. The IHP will accompany a student should they need to attend hospital, go on a trip or any other appropriate circumstance.
- 20 All first aid trained staff understand and are trained in the school's general emergency procedures, know what action to take in an emergency and receive updates at least yearly.
- 21 If a student needs to attend hospital, a member of staff (preferably known to the student) will stay with them until a parent/carer arrives, or accompany a child taken to hospital by ambulance. They will not take students to hospital in their own car.

### This school has clear guidance on providing care and support and administering medication at school.

- 22 This school understands the importance of medication being taken and care received as detailed in the student's IHP.
- 23 This school will make sure that there are several members of staff who have been trained to administer the medication and meet the care needs of an individual child.
- 24 This school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. This school's governing body has made sure that there is the appropriate level of insurance and liability cover in place.

- 25 This school will give specific medication to a child under 18 that is prescribed for the child once in receipt of written parental consent using the Consent to Administer Medicines form (see Appendix A).
- 26 All prescribed medication stored in the first aid room must be clearly labelled with the student's name and instructions. Parental consent must be obtained before administering by completion of the Consent to Administer Medicines form.
- 27 Over the counter medication may be administered to a child under 18 in order to treat a short term illness or injury. Parental consent must be obtained before administering by completion of the Consent to Administer Medicines form.
- 28 Over the counter medication will only be administered if it is in the original box with the blister packs fully intact and instructions enclosed. The school will clearly label the medication provided with the student's name.
- 29 Administering short term over the counter medication is at the discretion of the school and will be reviewed on a termly basis. The school will not administer over the counter medication long term –long term medication must be prescribed by a GP and be clearly labelled with the student's name and instructions. The school will administer this in line with our policy.
- 30 When administering medication, for example pain relief, the school will check the maximum dosage and when the previous dose was given. Parents/carers may be informed as appropriate. The school will not give a student under 18 aspirin unless prescribed by a doctor. Medication containing paracetamol will not be administered before 12:15pm without obtaining parental consent, unless it has been obtained in writing due to the child's medical needs.
- 31 The school will not require parents/carers, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child unless appropriate.
- 32 Parents/carers of students at this school understand that they should let the school know immediately if their child's medical needs change.
- 33 If a student misuses their medication, or anyone else's, their parent/carer is informed as soon as possible and the school's behaviour policy is followed.
- 34 This school makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available. Staff have access to all emergency medication whether the student is in school or participating in an off-site activity. Only emergency epipens are available to staff, all other medication is locked away in the First Aid room.
- 35 Students must carry their emergency medication with them at all times and may be refused participation in off-site activities/school trips if they are not carrying their emergency medication. This includes epipens, inhalers and diabetic aids.

This school has clear guidance on the storage of medication and equipment at school.

- 36 Spare emergency medication/equipment is stored in the first aid room, apart from epipens which are stored in the staff room and are accessible to all staff. All emergency medication/equipment accompanies a student during off-site activities/school trips, including IHPs (Individual Healthcare Plans).
- 37 The school have emergency inhalers and an emergency epipen that are kept in the first aid room. A central register of those students with parental consent to administer is displayed along with the emergency equipment.
- 38 Controlled drugs must be locked away in the first aid room. Staff at this school can administer a controlled drug to a student once they have had specialist training. When administering a controlled drug, two members of staff will always be present.
- 39 This school will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.
- 40 Parents/carers are asked to collect all long-term medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term. Once a course of short-term medication is completed, it should be collected by parents/carers to dispose of appropriately. First Aid will call parents to collect the medication and dispose of it in line with procedures if not collected.
- 41 This school disposes of needles and other sharps by using sharps boxes provided by specific parents/carers. Sharps boxes are kept securely at school and they are collected and disposed of appropriately by parents/carers.

This school has clear guidance about record keeping.

- 42 Parents/carers at this school are asked if their child has any medical conditions when their child starts the school by completing an Induction Booklet. Within the Induction Booklet where appropriate, parents/carers are asked to complete an asthma declaration, emergency inhaler consent and emergency epipen consent. It is the parent/carer's responsibility to ensure they have completed the relevant sections accurately. It is the parent/carer's responsibility to inform school of any changes.
- 43 Parents are requested to keep the school fully updated regarding their child's medical needs. All communication is logged and relevant staff informed.
- 44 Where appropriate and proportionate, this school uses an IHP (Individual Health Care Plan) to record the support an individual student needs around their medical condition. The IHP is developed with the student (where appropriate), parent/carer, school staff, specialist nurse (where appropriate) and relevant healthcare services.
- 45 This school has a centralised register of IHPs, and an identified member of staff has the responsibility for this register.
- 46 IHPs are regularly reviewed or whenever the student's medical needs change.

- 47 The student (where appropriate), parents/carers, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for the students in their care.
- 48 This school makes sure that the student's confidentiality is protected. The school and staff administering medication understand that in the main, details about student medicines and health conditions should only be available to appropriate members of staff and the confidentiality of this information should be maintained.
- 49 This school seeks permission from parents/carers before sharing any medical information with any other party.
- 50 This school may meet with the student (where appropriate), parent/carer, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the student's IHP which accompanies them on the visit.
- 51 This school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff. Short term over the counter medication is recorded in the same way and is monitored on a termly basis.
- 52 This school makes sure that all staff providing support to a student have received suitable training and on-going support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the student's IHP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent/carer. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence (where appropriate), and this school keeps an up-to-date record of all training undertaken and by whom.

This school ensures that the whole school environment is inclusive to students with medical conditions.

- 53 This school is committed to providing a physical environment accessible to students with medical conditions and students are consulted to ensure this accessibility.
- 54 This school makes sure the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- 55 All staff are aware of the potential social problems that students with medical conditions may experience and use this knowledge, alongside the school's behaviour policy, to help prevent and deal with any problems. They use opportunities to raise awareness of medical conditions to help promote a positive environment.
- 56 This school understands the importance of all students taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all students.
- 57 This school understands that all relevant staff are aware that students should not be forced to take part in activities if they are unwell. They should also be aware of students who have been advised to avoid/take special precautions during activity, and the potential triggers for a student's medical condition when exercising and how to minimise these.

- 58 This school makes sure that students have the appropriate medication/equipment/food with them during physical activity.
- 59 This school makes sure that students with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.
- 60 All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a student's medical condition.
- 61 This school makes sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of students with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

This school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating health and safety risks.

- 62 This school is committed to identifying and reducing triggers both at school and on out-of-school visits.
- 63 The IHP details an individual student's triggers and details how to make sure the student remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of students with medical needs.
- 64 This school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

## CONSENT TO ADMINISTER MEDICINES

**The school will not give any medication unless this form is completed and signed.**

I request and authorise that my child:

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Form: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_

Be given the following medication/gives himself/herself the following medication  
(delete as appropriate):

Name of Medicine: \_\_\_\_\_

Time of Dose: \_\_\_\_\_ Dose: \_\_\_\_\_

The medication has been prescribed for my child by:

Name of GP: \_\_\_\_\_

whom you may contact for verification. **I can confirm that it is necessary to give this medication during the school day.**

**The medication must be in the original container indicating the contents, dosage and child's full name.**

Signed: \_\_\_\_\_ Parent/Guardian

Date: \_\_\_\_\_

**School use only:**

Date Received: \_\_\_\_\_ Signed: \_\_\_\_\_