

Testwood Sports College

Supporting Pupils with Medical Conditions Policy

Key Responsibility area:	School Matron/Headteacher
Last Review:	September 2016
Next Review:	September 2017



Introduction

1. Definition

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

(a) Short-term, affecting their participation in school activities when they are on a course of medication.

(b) Long-term, potentially limiting their access to education and requiring extra care and support

2. 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.

Testwood Sports College 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.

3. The Children and Families Act 2014 places a duty on schools to make arrangements for student with medical conditions. Students with medical conditions have the same right of admission to school as other students 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 student with an infectious disease, where there may be a risk posed to others or to the health of the student involved. This duty also extends to teachers leading activities taking place off the school site.

4. The prime responsibility for a student's health lies with the parent, who is responsible for the student's medication and must supply the school with all relevant information needed in order for proficient care to be given to the student. The school takes advice and guidance from a range of sources, including the School Matron, Health professionals and the student'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 student and others who may be affected (for example, class mates).

5. Our Aims

- a) To support students with medical conditions, so that they have full access to education, including physical education and educational visits
- b) To ensure that school staff involved in the care of student with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication
- c) To comply fully with the Equality Act 2010 for students who may have disabilities or special educational needs.
- d) To write, in association with healthcare professionals, Individual Healthcare Plans where necessary
- e) To respond sensitively, discreetly and quickly to situations where a student with a medical condition requires support
- f) To keep, monitor and review appropriate records

6. Unacceptable Practice

While school staff will use their professional discretion in supporting individual students, it is unacceptable to:

- a) Prevent student from accessing their medication
- b) Assume every student with the same condition requires the same treatment
- c) Ignore the views of the student or their parents / carers; ignore medical advice
- d) Prevent student with medical conditions accessing the full curriculum, unless specified in their Individual Healthcare plan
- e) Penalise student for their attendance record where this is related to a medical condition
- f) Prevent student from eating, drinking or taking toilet breaks where this is part of effective management of their condition
- g) Require parents to administer medicine where this interrupts their working day
- h) Require parents to accompany their student with a medical condition on a school trip as a condition of that student taking part

7. Entitlement

Testwood Sports College 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:

8. Employees may:

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

9. Expectations

- a) Parents will inform school of any medical condition which affects their student.
- b) Parents will supply school with appropriately prescribed medication, where the dosage information and regime is clearly printed by a pharmacy on the container
- c) Parents will ensure that medicines to be given in school are in date and clearly labelled
- d) Parents will co-operate in training their student to self-administer medicine if this is appropriate, and that staff members will only be involved if this is not possible
- e) Medical professionals involved in the care of student with medical needs will fully inform staff beforehand of the student's condition, its management and implications for the school life of that individual
- f) Testwood Sports college will ensure that, where appropriate, student 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)

- g) School staff will liaise as necessary with Healthcare professionals and services in order to access the most up-to date advice about a pupil's medical needs and will seek support and training in the interests of the pupil
- h) Transitional arrangements between schools will be completed in such a way that Testwood Sports College 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
- i) Individual Healthcare plans will be written, monitored and reviewed regularly and will include the views and wishes of the student and parent in addition to the advice of relevant medical professionals

10. Procedure

The Governing Body of Testwood Sports College ensures that an appropriate level of insurance is in place and reflects the level of risk presented by student with medical conditions.

11. Information

Student with medical conditions which may require emergency attention, e.g. epilepsy, diabetes, will have their names and an Individual Healthcare Plan clearly accessible in the medical room, and all adults dealing with the student will have their attention drawn to this information.

All other medical conditions will be noted on student's SIMS records and this information will be provided to teachers annually.

12. In an emergency

In a medical emergency the school's First Aiders will be asked to attend.

If an ambulance needs to be called, staff will:

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

Student 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, but do not need to be present for a student to be taken to hospital.

13. Administration of medicines

Only essential medicines will be administered during the school day. These will be only those prescribed by a doctor. 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.

14. Named staff members will give medicines (see end of Policy). 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 the school medical office).

15. All medicines will be stored safely. Medicines needing refrigeration will be stored in the medical room fridge. Some medicines (inhalers, etc) will be kept in the medical room and carried with the student, for ease of access during outside activities. All medicines must be clearly labelled. It is Matron's duty to ensure that all medicine is within date and to contact parents to ensure that medication is reviewed and updated.

16. Controlled drugs or prescribed medicines will be kept in the locked cabinet in the School Matron's office. Access to these medicines is restricted to the named persons. Epi-pens are kept in the medical room.
17. Staff will record any doses of medicines given in the Medicine book. Student self-administrating asthma inhalers do not need to be recorded.
18. Inhalers are kept in the medical room Students have access to these inhalers at all times, though must inform a member of staff that they are taking a dose. All inhalers are marked with the student's name
All students with an inhaler must take them on educational visits, however short in duration.
19. Epi-pen – Any member of staff can administer an epi-pen in an emergency. Training is ongoing. 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. Cetrizine may be given if slight tingling of the lips occurs following ingestion of possible irritants for nut allergy sufferers. This is a liquid medicine stored with the epi -pen. If symptoms are more severe, the epi-pen should be given immediately. An ambulance must be called immediately. Parents will be contacted after this call has been made.
20. Complaints
Should parents be unhappy with any aspect of their student's care at Testwood Sports College they must discuss their concerns with the school. This will be with the School Matron 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 Testwood Sports College Complaints Procedure.

Trained Staff

School First Aiders (full certificate) are:
F Jarvis: School Matron

First Aid:

P Smith Certificate dated June 2014
E Hansford Certificate dated June 2014
M. Jenkins Certificate dated June 2014
N Cully Certificate dated March 2014
D Morrissey Certificate dated January 2013
A Brown Certificate dated November 2014
K. Patten Certificate dated September 2016

Medicine can be administered by Mrs F Jarvis: School Matron.

Trained Staff for EPI Pen Use

F.Jarvis, C.Jenkins, M.Jenkins, P.Smith, R.Gadd – Trained on 26th September 2014

This policy was approved by the Governing Body and will be reviewed annually.

Signature of Panel Chair:

Date:

Signature of Chair of Governors:

Date: September 2016

