

Gosford Hill School Supporting Students at School with Medical Conditions Policy

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Reviewed by (SLT Lead):	Designated Safeguarding Lead
Governor Sub Committee Link:	Safeguarding and Child Protection Governor
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1. Purpose:

The purpose of this policy is to:

To ensure that students at school with medical conditions are properly supported so that they have full access to education, including educational visits and physical education.

- To ensure that everyone, including parent(s)/carer(s), teachers and support staff are clear about their role involving children with medical needs.
- To put in place effective management systems to support individual children with medical needs.
- To make reasonable adaptations within teaching, as well as the physical site, as necessary to meet students' needs.
- To ensure that student medicines are handled responsibly within Gosford Hill School.
- To ensure that school staff are clear about what to do in the event of a medical emergency.

2. Aim:

The aim of this policy is to:

Recognise that some students in school will have short or long-term medical conditions that may require them to receive medication during the school day. Gosford Hill School is aware of its statutory duty to support students in school with medical conditions, and its need to comply with the Equality Act 2010. We aim to ensure that all children with medical conditions, physical conditions, or mental health needs are supported in school so that they can have a full and active role in school life, remain healthy, and achieve their full academic potential.

3. Procedures and Practice:

Students with Short-Term Medical Needs

Parents/carers and students will liaise with the Head of Year in the first instance who will undertake a risk assessment and make reasonable adjustments to accommodate a student with short-term medical needs. A full risk assessment document may be completed if required. Notes will be taken and attached to

CPOMS. The Head of Year will liaise with other appropriate staff to ensure that the students' needs are met.

Students with Long-Term Medical Needs

Gosford Hill School will do all that is reasonable to accommodate the needs of children with a long-term medical condition.

An individual healthcare plan (HCP) for all students with a long-term medical condition will be produced. The HCP will be produced after consultation with the student, parents/carers, the School Health Nurse and any other relevant health professional, including the SENCO, Head of Year and Health & Safety Manager. The School Health Nurse will advise the SENCO as to medical needs and the best way to support the student. The HCP will then outline arrangements that will need to be implemented to ensure that the student's long-term medical condition is managed effectively.

For a student with an existing long term medical condition who transfers from another school, (primary or secondary), the existing HCP must be handed over as part of the transition process. The medical condition should be identified as part of the admissions process by the pastoral administrator and Head of Year. The Head of Year and SENCO are responsible for ensuring that the School Health Nurse is aware of the new student's needs.

Any HCP will be authorised by the Headteacher, the Deputy Headteacher, the SENCO and the Designated Safeguarding Lead.

The IHCP will be attached to CPOMS.

Emergency Procedures

The school has emergency procedures in place in the event of a medical emergency. If a student is taken to hospital by ambulance, a member of staff will accompany them until the student's next of kin arrives at the hospital.

Administering Medication

Medicines should only be brought to school and administered throughout the school day if not doing so would be detrimental to the student's health.

Staff will not administer medicine to any child without parent/carers written consent. Staff will only supervise students self-administering their medication and will record any medication taken by the student including any controlled drug.

All medical information is treated as confidential. Any medical information held on a student is confidential and staff are informed on a 'need to know' basis to ensure the health, safety and wellbeing of that student.

Only medicines that have been prescribed by a doctor or dentist can be administered in school. The School will NOT accept medicines that have been removed from their original container, or make changes to the dosage on parental instruction.

Medicines must always be provided in the original container as dispensed by a pharmacist and include the prescribers instructions for administration.

Storage of Prescription Medicine:

Only medicines prescribed for an individual child will be stored and administered. The school will store the medication to ensure that it has not been tampered with or that it has been misused.

Students will be informed where their medicine is stored and who the identified person is that will oversee the administration of their medication.

Medicines will be stored in accordance with the product instructions. Where a student needs two or more prescribed medicines, each must be in a separate container.

All emergency medicines, such as adrenaline pens, will be readily available, and storage arrangements will be agreed on an individual basis between the School Nurse, the parent/carer of the student, the student and volunteers who have taken the training to administer the emergency medicine.

Medicines that require refrigeration must be in an airtight container and clearly labelled. Insulin will be kept in a small fridge in a locked room.

Epipens will be kept in individual plastic wallets with the name and photograph of the student visible, the instructions for administration, a copy of the signed consent from the parent, and any other relevant information.

If medication stored at school becomes out of date, the First Aider (Reception) will contact parents to tell them to replace the medication. It is the parents' responsibility to do this.

Any controlled drug (controlled by the Misuse of Drugs Act 1971 and the Misuse of Drugs Regulations 2001) will be stored in an approved, locked, non portable container and will be kept locked at all times, except when being accessed for storage or administration purposes.

Record Keeping

The school will keep centrally held records of the administration of prescription medication, including any controlled drug. At the end of a course of treatment, the records will be moved to the student's file.

Student Refusal to take Medication

If a student refuses to take their medication, the refusal will be noted on the record and parent(s)/carer(s) will be informed of the refusal the same day. If a refusal results in an emergency, the school's emergency procedure will be followed.

Disposal of Medication

There should be no unused long-term prescription medication left on the school site at the end of each term. Parents/carers must ensure they replace any long-term prescription medication at the start of each term and know any expiry date on the medication.

Parent(s)/Carer(s) are responsible for collecting unused short-term medication at the end of the prescription course or at the end of each term and returning out-of-date medication to the pharmacist for safe disposal.

Educational and Residential Visits

Gosford Hill School will consider what reasonable adjustments can be made to ensure that students with a medical condition can safely participate on visits. The Educational Visits Manager is responsible for ensuring all appropriate risk assessments and documentation is in place.

In order for a student with a medical condition to go on an educational visit, the following requirements must be in place:

- The First Aider/Emergency First Aid trained person and Visit Leader must understand the medical needs of the students going on the educational visit/residential visit. All parent(s)/carers(s) are required to complete a confidential information consent form prior to the student being accepted on the visit.
- All 'rules' of prescribing and administering medication will remain the same as within school.
- A First Aider/ Emergency First Aid person must always be present on any visit and must be trained to deal with emergency medication, such as an adrenaline pen.
- Copies of the confidential information consent form, as completed by the parent(s)/carers(s), will be taken on visits in the event of the information being needed in an emergency.

Staff Training

Gosford Hill School has a sufficient number of first aiders and emergency first aid trained staff as required by the Health & Safety (First Aid) Regulations 1981. Staff will not administer medicines without appropriate training.

The School Nurse provides specific training and advice for particular medical requirements such as epilepsy, diabetes and use of an epipen to treat anaphylaxis.

All staff are informed of high risk or unusual student medical conditions at the start of the academic year.

4. Roles and Responsibilities:

Role and responsibilities of Parents/Carers

Parents/Carers are responsible for:

- Ensuring that their child is well enough to attend school.
- Ensuring that the school is informed of their child's medical needs before the student joins Gosford Hill School or as soon as a new medical condition arises.
- Working with school staff to develop and review an individual healthcare plan for students with long-term medical needs.
- Administering medication to their children at home wherever possible.
- Providing any medication required during the school day in its original container, prescribed from the Doctor, with the child's name and dosage required clearly marked on the medicine (the

prescription medication form will need to be completed which states clearly the child's name, name of the medicine, dose and frequency of medication to be given and any special storage arrangements).

- Collecting and disposing of any medication held in school at the end of each term.
- Ensuring that medicines have not passed their expiry date and replacing them if they have done so.

Role and responsibilities of Student

Students are responsible for:

- Following the individual healthcare plan that has been agreed between parent/carer, school and student as appropriate for their age, maturity and experience in dealing with a particular need and their awareness of existing or potential risks to their health.
- Engaging and taking responsibility for their own medical needs as appropriate e.g. taking medication, informing teachers as appropriate that they are unwell or that there is a problem.

Role and responsibilities of the Governing Body

The Governing Body is responsible for:

- Ensuring arrangements are in place to support students with medical conditions. In doing so it should ensure that such children can access and enjoy the same opportunities as any other child.
- Taking into account that many of the medical conditions that require support at school will affect the quality of life and may be life threatening. The needs of each individual child and how their medical condition impacts on their school life is the main focus of arrangements in place.
- Ensuring that arrangements in place give parents and students confidence in the school's ability to provide effective support for medical conditions in school.
- Ensuring that arrangements put in place are sufficient to meet their statutory responsibilities and should ensure that policies, plans, procedures and systems are properly and effectively implemented.
- Ensuring that sufficient staff have received suitable training, and are competent, before they take on responsibility to support children with medical conditions. Staff should have access to information as needed.

Role and responsibilities of the Headteacher

The Headteacher is responsible for:

- Ensuring that the school's policy is developed and effectively implemented and that all staff are aware of the policy for supporting students with medical conditions and understand their role in its implementation.
- Ensuring that all staff who need to know are aware of student medical conditions.
- Ensuring sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including contingency and emergency plans.
- Ensuring that school staff are appropriately insured and are aware that they are insured to support pupils in this way.

Role and responsibilities of the School Nurse

The School Nurse is responsible for:

- Ensuring that the school is notified when a child has been identified as having a medical condition which will require support in school. This should be before the child starts school whenever possible.
- Providing support to the SENCO in the completion of the HCP
- Providing support to school staff on implementing a child's individual healthcare plan and providing advice, for example, through training.

Role and responsibilities of the SENCO

The SENCO is responsible for:

- Ensuring that the Health & Safety Manager/Head of Year is notified of any new student that has a medical condition, which will require support in school. This should be before the child starts school whenever possible.
- Ensuring that a healthcare plan is produced for all students with long-term medical needs in conjunction with the student, parent/carer, school nurse and Health & Safety Manager.
- Ensuring that the healthcare plans for students with a long-term medical condition are communicated to members of staff members as necessary, including, the Senior Leadership Team, pastoral support, Form Tutor, class teachers, school nurse, reception, cover supervisors, and logged to CPOMS.

Role and responsibilities of the Health & Safety Manager/Head of Year

The Health & Safety Manager/Head of Year is responsible for:

- Ensuring that students with short-term medical needs are assessed and a risk assessment produced making reasonable adjustments to accommodate the student with short-term medical needs. The Health & Safety Manager will liaise with other appropriate staff to ensure that the student's needs are met.
- Ensuring that a healthcare plan is produced for all students with long-term medical needs in conjunction with the student, parent/carer, School Nurse and the SENCO and Intervention Coordinator.
- Ensuring that risk assessments are carried out for each student with a long-term medical condition as appropriate/as necessary depending on the nature and severity of risk of the student's medical condition.

Role and responsibilities of the Teachers and School Staff

The school staff who work with students with medical needs are responsible for:

- Understanding the nature of the student's medical condition.
- Understanding when and if the student may need extra attention and accommodate the needs of the student as required.

- Being aware of the likelihood of an emergency arising and the appropriate action to take if one occurs.
- Understanding that they may only administer medication if they have had the appropriate training.

5. Monitoring and Review:

In order to monitor the effectiveness of this policy, an annual audit will be conducted by the designated member of the Senior Leadership Team responsible for student welfare.

A formal review of this policy shall be conducted every two years to ensure that it remains valid and up to date.

6. Sources and References:

- Department of Education: Supporting pupils at school with medical conditions, statutory guidance, December 2015.
- Department of Education: Special Educational Needs and Disability Code of Practice 0 to 25 years, January 2015.
- The Health & Safety at Work etc. Act. 1974.
- The Children's Act 2004.
- The Misuse of Drugs Act 1971
- The Disability Discrimination Act 1995.
- The Equality Act 2010.
- The Misuse of Drugs Regulations 2001.
- The Health & Safety (First Aid) Regulations 1981.
- The Control of Substances, hazardous to Health Regulations (COSHH) 2002.
- Working together to safeguard Children 2015.