



# KING EDWARD VI HANDSWORTH SCHOOL FOR GIRLS

## Medical Needs Policy

### Document Control

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<b>Reviewed by:</b>	Rena Miras-Pye	<b>Sign and Date:</b>	
<b>Authorised by:</b>		<b>Sign and Date:</b>	

### Related Documents/Policies

Reference	Title
	Asthma Policy

Rena Miras-Pye (SENCO) is responsible for reviewing and updating this procedure.

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### **Statement of intent**

King Edward VI Handsworth School for Girls wishes to ensure that students with medical conditions receive appropriate care and support at school. The aim of this policy is to ensure that all students with medical conditions, in terms of both physical and mental health, receive appropriate support allowing them to play a full and active role in school life, remain healthy, have full access to education, (including school trips and physical education), and achieve their academic potential. Some students with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. The school has a duty to comply with the Act in all such cases.

In addition, some students with medical conditions may also have special educational needs and disabilities (SEND) and have a statement or education, health and care, (EHC), plan collating their health, social and SEND provision. For these students, compliance with the DfE's 'Special educational needs and disability code of practice: 0 to 25 years' and the school's Special Educational Needs Policy will ensure compliance with legal duties.

To ensure that the needs of our students with medical conditions are fully understood and effectively supported, we consult with health and social care professionals, students and their parents/carers.

### **Legislative framework**

This policy has due regard to legislation including, but not limited to:

- The Children and Families Act 2014
- The Education Act 2002
- The Education Act 1996 (as amended)
- The Children Act 1989
- The NHS Act 2006
- The Equality Act 2010
- The Health and Safety at Work etc. Act 1974
- The Misuse of Drugs Act 1971
- The Medicines Act 1968
- The School Premises (England) Regulations 2012 (as amended)
- The Special Educational Needs and Disability Regulations 2014

This policy also has due regard to the following guidance:

- DfE (2015) 'Special educational needs and disability code of practice: 0-25 years'
- DfE (2015) 'Supporting students at school with medical conditions'
- DfEE (2000) 'First aid in schools'
- Ofsted (2015) 'The common inspection framework: education, skills and early years'

### **School Ethos**

King Edward VI Handsworth School for Girls aims to ensure that students with medical conditions receive appropriate care and support at school. This policy has been developed with Department for Education's guidance released in 2014 – "Supporting students at school with medical conditions".

The school aims to be an inclusive community, providing support to all students in order that they remain safe, healthy and are able to achieve. We recognise that students may, from time to time, experience episodes of illness, which may mean additional support is needed from school. Similarly other students arrive with pre-existing conditions, which can have an impact on their academic progress.

This school is an inclusive community that aims to support and welcome students with medical conditions. This school aims to provide all young people with all medical conditions the same opportunities as others at school. We will support them in order that they can:

- Be healthy
- Stay safe

- Enjoy and achieve
- Make a positive contribution
- Achieve economic well – being

Students with medical conditions are encouraged to take control of their condition and feel confident in the support they receive from the school to help them do this.

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, fellow students).

## **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 children 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 child with a medical condition requires support.
- To keep, monitor and review appropriate records

### **1. Key roles and responsibilities**

**The school works closely with the Local Authority who supports and guides in the following instances:**

- Promoting cooperation between relevant partners and stakeholders regarding supporting students with medical conditions.

- Providing support, advice and guidance to schools and their staff.
- Making alternative arrangements for the education of students who need to be out of school for fifteen days or more due to a medical condition.

**The Governing Body is responsible for:**

- The overall implementation of the Supporting Students with Medical Conditions Policy and procedures of King Edward VI Handsworth School for Girls
- Ensuring that the Supporting Students with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to age, ethnicity/national origin, culture, religion, gender, gender reassignment, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- Ensuring that all students with medical conditions are able to participate fully in all aspects of school life.
- Ensuring that relevant training is delivered to staff members who take on responsibility to support children with medical conditions.
- Guaranteeing that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.
- Keeping written records of any and all medicines administered to individual students and across the school population.
- Ensuring the level of insurance in place reflects the level of risk.

**The Headteacher is responsible for:**

- The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of King Edward VI Handsworth School for Girls, ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Making staff who need to know, aware of a child's medical condition.
- Developing Individual Healthcare Plans (IHCPs).
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
- Ensuring the correct level of insurance is in place for teachers who support students in line with this policy.
- Contacting the school nursing service in the case of any child who has a medical condition.

**Staff members are responsible for:**

- Taking appropriate steps to support children with medical conditions.
- Where necessary, making reasonable adjustments to include students with medical conditions into lessons.
- Administering medication, if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.
- Staff should **NEVER** administer non-prescribed medicines unless there is specific prior written permission from parents.
- If a student refuses to take medicine, staff should not force them to do so but should note this in the records.
- Parents should be informed of the refusal on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures should be followed

### **The School Nurse Team are responsible for:**

- Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- Liaising locally with lead clinicians on appropriate support.

### **Parents and carers are responsible for:**

- Keeping the school informed about any changes to their child/children's health.
- Completing a parental agreement for school to administer medicine form before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date.
- Collecting any leftover medicine at the end of the course or year.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the Headteacher, other staff members and healthcare professionals.

## **2. Definitions**

- "Medication" is defined as any prescribed or over the counter medicine, or controlled drugs 2.1.2. "Prescription medication" is defined as any drug or device prescribed by a doctor.
- A "staff member" is defined as any member of staff employed at King Edward VI Handsworth School for Girls including teachers.

## **3. Training of staff**

- Teachers and support staff will receive regular and ongoing training as part of their development.
- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering
- No staff member may administer drugs by injection unless they have received training in this responsibility
- Records will be kept of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

## **4. The role of the child**

- Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures from Year 7-13.
- Where possible, students will be allowed to carry their own medicines and medical related devices. Where this is not possible, their medicines will be located in an easily accessible location.
- If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- Where appropriate, students will be encouraged to take their own medication and do not need to go to the medical room.
- In Year 12 and 13, if appropriate, students do not need to go to the medical room to take paracetamol.
- If a child with a controlled drug passes it to another child for use, this is an offence and appropriate disciplinary action is taken in accordance with our **Drugs Education and Management of Drug Related Incidents Policy**.

## **5. Individual Healthcare Plans (IHCPs)**

- Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the student, parents/carers, Headteacher, Special Educational Needs Coordinator (SENCO) and medical professionals.

- IHCPs will be easily accessible whilst preserving confidentiality. 5.1.3.IHCPs may include information such as:
  - The medical condition; its triggers, signs, symptoms and treatments.
  - The student's resulting needs, including medication and adjustments.
  - Specific support for the student's educational, social and emotional needs.
  - The level of support required.
  - The person that will provide the support, including training requirements and proficiency confirmation.
  - The people in the school that need to be aware of the child's condition.
  - Written permission from parents for medication to be self-administered or administered by a qualified member of staff.
  - Separate arrangements for school trips and extra-curricular activities.
  - Designated individuals to be entrusted with confidential information.
  - What to do in an emergency situation and contingency arrangements.
- IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a student has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

## 6. **Medicines**

- It should be the exception rather than the rule for medicines to be brought into school. Where possible, parents /carers should ensure that medicines prescribed in dose frequencies are administered outside school hours.
- Any request for medicine to be administered to a student in school must be considered on an individual basis.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement for a school to administer medicine form.
- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- Where a student is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the student to involve their parents while respecting their right to confidentiality.
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- A maximum of four weeks supply of the medication may be provided to the school at one time.
- Any medication may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Drugs Education and Management of Drug related Incidents Policy.
- Medications will be stored in the main reception office and/or the medical room.
- Any medications left over at the end of the course will be returned to the child's parents.
- Written records will be kept of any medication administered to children.
- Students will never be prevented from accessing their medication. In exceptional circumstances verbal consent may be obtained, followed by the immediate return of the appropriate forms,( within 24 hours), and at the discretion of the school. The time and date of such conversations will be noted.
- King Edward VI Handsworth School for Girls cannot be held responsible for side effects that occur when medication is taken correctly.
- All reasonable care will be taken but the school does not accept any responsibility for the loss of any medicine

- All staff are indemnified against claims of alleged negligence provided that they adhere to the appropriate guidelines.

### **Non Prescribed Medicines**

- Generally, staff should not administer non-prescribed medicines. In some circumstances parents may wish their child to have access to non-prescribed pain relievers. If so, they must;
  - Inform the school in writing.
  - Name the analgesic.
  - Give the precise circumstances in which it may be taken.
  - State the dose to be given.
  - A record of any doses given will be kept and parents will be informed, on the same day, when medication has been given.
  - If a child suffers from pain regularly, the parents / carers will be encouraged to seek medical advice.

### **Storage of Medicines**

- Medicines when not in use will be securely kept in the main reception and/or the medical room.
- Any spare inhalers and Epipens kept for students will be stored in the school office and will be easily accessible to the students concerned and members of staff.
- A record of any doses given will be kept on the appropriate pro-forma (Appendix 5), and stored in the main school office.
- Medication which is out of date will be disposed of appropriately and parents will be informed of the need to replace when necessary.

## **7. Educational Visits and Trips**

- If medication is required during a school trip, it should be carried by the child if this is normal practice e.g. inhalers or epipens. If not, then the medication should be carried by a member of staff who would be responsible for administering the medication, or the parent/carer if present.
- If a child requires a travel sickness remedy then it is their responsibility to take it and to carry it.
- If Parents / carers would prefer a member of staff to administer this, they must provide written consent and a suitable medication in its original container.
- Members of staff leading trips are provided with information about the medical needs of students in their care.

## **8. Emergencies**

- Medical emergencies will be dealt with under the school's emergency procedures.
- Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
  - What constitutes an emergency.
  - What to do in an emergency.
  - Students will be informed in general terms of what to do in an emergency such as telling a teacher.
  - If a student needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

## **9. Emergency inhaler**

- **King Edward VI Handsworth School for Girls** keeps a supply of salbutamol inhalers for use in emergencies when a student's own inhaler is not available. These are kept in 'emergency asthma kits'.

- Emergency asthma kits contain the following:
  - A salbutamol metered dose inhaler
  - Two plastic, compatible spacers
  - Instructions on using the inhaler and spacer
  - Instructions on cleaning and storing the inhaler
  - Instructions for replacing inhalers and spacers
  - The manufacturer's information
  - A checklist, identifying inhalers by their batch number and expiry date
  - A list of students with parental consent and/or individual healthcare plans permitting them to use the emergency inhaler
  - A record of administration showing when the inhaler has been used
  - The emergency inhaler should only be used by students, for whom written parental consent has been received and who have been either diagnosed with asthma or prescribed an inhaler as reliever medication.
  - Parental consent for the use of an emergency inhaler should form part of any pupil with asthma's individual healthcare plan.
  - When not in use, emergency inhalers are stored **in the school office** in the temperate conditions specified in the manufacturer's instructions, out of reach and sight of pupils, but not locked away.
  - Spacers must not be reused and may be given to the student for future home-use.
  - Emergency inhalers may be reused, provided that they have been properly cleaned after use.
  - Whenever the emergency inhaler is used, the incident must be recorded in the corresponding **record of administration**.
  - Whenever the emergency inhaler is used, the incident must also be recorded **on the school's records**, indicating where the attack took place, how much medication was given, and by whom, and the student's parents will be informed in writing.

## 10. Avoiding unacceptable practice

- King Edward VI Handsworth School for Girls understands that the following behaviour is unacceptable:
  - Preventing students from easily accessing their medicine .
  - Assuming that students with the same condition require the same treatment.
  - Ignoring the views of the student and/or their parents.
  - Ignoring medical evidence or opinion.
  - Sending students home frequently or preventing them from taking part in activities at school

- Sending the student to the medical room or school office alone if they become ill.
- Penalising students with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in school life, including school trips
- Refusing to allow students to eat, drink or use the toilet when they need to, in order to manage their condition.

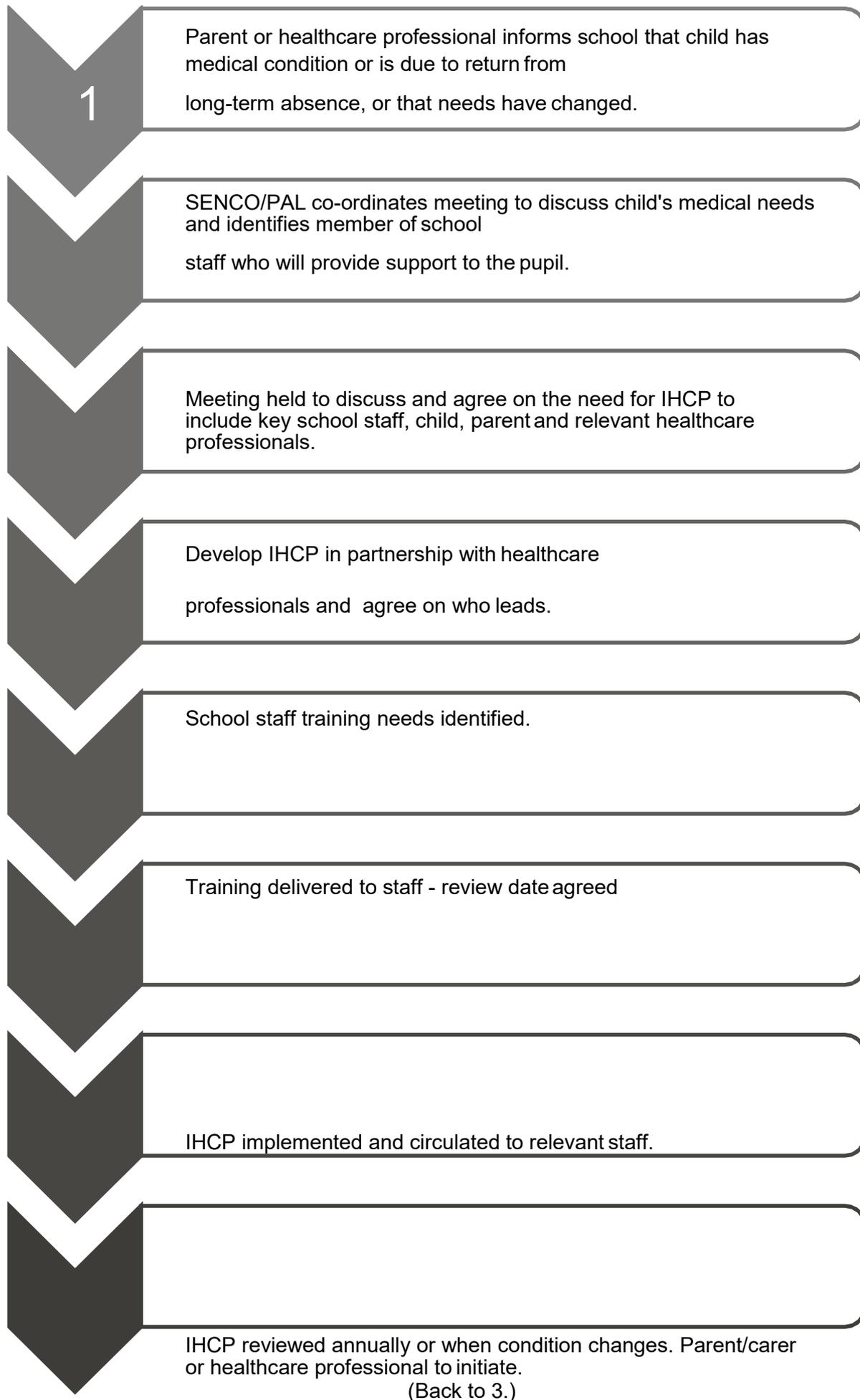
#### **11. Insurance**

- Teachers who undertake responsibilities within this policy are covered by the school's insurance.
- Full written insurance policy documents are available to be viewed by members of staff who are providing support to students with medical conditions. Those who wish to see the documents should contact the Headteacher.

#### **12. Complaints**

- The details of how to make a complaint can be found in the Complaints Procedures:

Appendix 1 - Individual healthcare plan implementation procedure





Appendix 2 - Individual healthcare plan template

**Individual Health Care Plan**

Child's name

Group/class/form

Date of birth

Child's address

Medical diagnosis or condition

Date

Review date

**Family Contact Information**

Name

Phone no. (work)

(home)

(mobile)

Name

Relationship to child

Phone no. (work)

(home)

(mobile)

**Clinic/Hospital Contact**

Name

Phone no.

**G.P.**

Name

Phone no.

Who is responsible for providing support in school

Describe medical needs and give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

Name of medication, dose, method of administration, when to be taken, side effects, contra-indications,

administered by/self-administered with/without supervision.

Daily care requirements

Specific support for the student's educational, social and emotional needs

Arrangements for school visits/trips etc.

Other information

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

Who is responsible in an emergency (*state if different for off-site activities*)

Plan developed with

Staff training needed/undertaken – who, what, when

Form copied to

Appendix 3

Request for child to carry their own medicine

For the duration of your time

**This form must be completed by parent/guardian**

If staff have any concerns, the request will be discussed with healthcare professionals.

Name of school/setting	
Student's name	
Tutor group	
Address	
Name of medicine	
Procedures to be taken in an emergency	

**Contact Information**

Name	
Daytime phone number	

I would like my daughter to keep her medicine with her for use as necessary.

Parent's name (please print) \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

If more than one medicine is to be given a separate form should be completed for each one.

Appendix 4 - Parental agreement for a school to administer medicine template

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

**King Edward VI Handsworth School for Girls medicine administering form**

Date for review to be initiated by

Name of child

Date of birth

Group/class/form

Medical condition or illness


**Medicine**

Name/type of medicine

*(as described on the container)*

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – y/n Procedures to take in an emergency


**NB: Medicines must be in the original container as dispensed by the pharmacy**

**Contact Details**

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to

<b>Add name of agreed member of staff</b>

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

Appendix 5 - Record of medicine administered to an individual child template

**King Edward VI Handsworth School for Girls record of medicine administered to an individual child**

Name of child	
Date medicine provided by parent	
Group/class/form	
Quantity received	
Name and strength of medicine	
Expiry date	
Quantity returned	
Dose and frequency of medicine	

Staff signature \_\_\_\_\_

Signature of parent \_\_\_\_\_

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

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Name of member of staff			
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Name of member of staff  
Staff initials


Date  
Time given  
Dose given  
Name of member of staff  
Staff initials


Date  
Time given  
Dose given  
Name of member of staff  
Staff initials




Appendix 7 - Staff training record – administration of medicines

Name of school/setting:

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Name:

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Type of training received:

--

Date of training completed:

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Training provided by:

--

Profession and title:

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I confirm that **add name of member of staff** has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated by **add name of member of staff**.

Trainer's signature \_\_\_\_\_

Date \_\_\_\_\_

**I confirm that I have received the training detailed above.**

Staff signature \_\_\_\_\_

Date \_\_\_\_\_

Suggested review date \_\_\_\_\_

## Appendix 8 - Contacting emergency services

**Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.**

**Speak clearly and slowly and be ready to repeat information if asked.**

- Your telephone number –
- Your name.
- Your location as follows:
  - 
  - The exact location of the patient within the school.
  - The name of the child and a brief description of their symptoms.
  - The best entrance to use and state that the crew will be met and taken to the patient.

Put a completed copy of this form by the phone.

Appendix 8 - Model letter inviting parents to contribute to individual healthcare plan development

Dear Parent,

RE: DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting students at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support each student needs and how this will be provided. Individual healthcare plans are developed in partnership with the school, parents/carers, students, and the relevant healthcare professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will include add details of team. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached individual healthcare plan template and return it, together with any relevant evidence, for consideration at the meeting. I or add name of other staff lead would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely,

Name of Headteacher

INITIAL EQUALITY IMPACT ASSESSMENT FORM

Name of policy/activity/project:

Supporting students with medical conditions policy.

Is this a new or an existing policy/activity/project?

New policy incorporating former Management of Medicines Policy

Scope/timescales for project or activity (including review date):

To be reviewed in November 2015

Policy/project lead and Author of Equality Impact Assessment:

Mrs L. Long

Outline of main aims of this activity/policy/project:

To provide guidelines for all members of the school community about the school's expectations with regard to supporting students with medical conditions and the management of medicines in schools

Who will benefit/be affected by this policy/activity?

Students, parents and staff of King Edward VI Handsworth School

If an existing policy/activity, do you have any data of use by or impact on different groups which may raise concerns over an equality impact?

No concerns

Does the activity have the potential to impact differently on groups due to a protected characteristic (eg race/ethnicity, gender, transgender, disability, religion & belief, age, sexual orientation, maternity/paternity) for:

(a) Students and members of the community? (eg The Governing Body, students, contractors, visitors, hirers of the premises, agency staff, suppliers etc). Which groups are likely to be affected?

No

(b) Employees?

No

Does this activity make a positive contribution to the School's general or specific duties under the Equality Act 2010? If yes, please detail.

Yes – the Policy applies to all students equally

Having reviewed the potential impact of the policy/activity listed above, **I believe a full impact assessment is required / NOT required** (delete as applicable with justification below)

**Full impact assessment is not required**

Justification: The policy is of equal benefit to all students, regardless of gender, race, religion, maternity/paternity, sexual orientation etc.

Signed :

Name : .....

Date : .....

