



*Saint* GREGORY'S  
*Bath*

## **Support for Students with Medical Conditions Policy**

*In Christ we flourish*

**February 2017**

# Support for students with medical conditions policy

Date for review February 2019

Policy prepared by Mr McDermott (Director of Pastoral Care)

## Section 1

### Context

- Section 100 of the Children and Families Act 2014 places a duty on the Governing Body and Senior Leadership Team to make arrangements for supporting students at Saint Gregory's with medical conditions.
- The recent guidance 'Mental Health and Behaviour in Schools' (2016) reminds schools that they have a positive role to play in supporting students with mental health conditions.
- 'Supporting Children with Medical Conditions' (DfE 2015) asserts that students with medical conditions should be properly supported so that they have full access to education, including trips and physical education. Governing bodies must ensure that arrangements are in place in schools to support students at school with medical conditions. Governing bodies should also ensure that school leaders consult with health and social care professionals, students and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.
- The 'Special Educational Needs and Disability Code of Practice (DfE 2015) requires schools to ensure that students with Individual Healthcare Plans should have their support specifically outlined and that this should be delivered in a co-ordinated fashion.
- The 'Equality Act' (2010) harmonised the thresholds for the duty to make reasonable adjustments for disabled people
- The 'Health and Safety Act' (1974) places a duty on employers for the health and safety of their employees and anyone else on the premises. This covers the headteacher and teachers, non-teaching staff, students and visitors.
- The 'Management of Health and Safety at Work' (1999 and 2006) requires employers to carry out risk assessments, manage the identified risks and communicate these risks and measures to the employees.
- The 'Medicines Act' (1968) specifies the way that medicines are prescribed, supplied and administered.

Students with special medical needs have the same right of admission to Saint Gregory's as other children and cannot be refused admission or excluded from School on medical grounds alone.

Teachers and support staff in charge of students have a common law duty to act in the place of the parent/carer and may need to take swift action in an emergency. This duty also extends to teachers and support staff when they lead activities taking place off the School site. This could extend to a need to administer medicine. This Policy will be reviewed regularly and will be readily accessible to parents/carers and staff through the Saint Gregory's school website.

### Rationale

'Our mission as a Catholic school is summed up in the words of our motto: *In Christ we Flourish*. For our young people this means that we want them to flourish as rounded individuals in a learning environment which is explicitly Christian and allows their God-given gifts and abilities to grow and develop. As a Specialist College of the performing arts and science, with specialist strength in the English Baccalaureate, we aim in particular to create a school culture with high

expectations and aspirations, in which the confidence, critical thinking and self-esteem of our young people is promoted, and an understanding and respect of other cultures and the wonder of creation is embraced. We are committed to the good of the community, not only our family of schools, but the local and wider Catholic community we serve. With Christ as our strength and inspiration, we aim to provide an education which above all recognises the value and dignity of every person and aims to promote their personal development and well-being so that they will be ready to take their place in society as principled witnesses to the values of the Gospel.

Our commitment to the promotion of the British values of democracy, rule of law, individual liberty and mutual respect and tolerance of other faiths and cultures arise out of our foundational commitment to Gospel values. As we have been reminded during the Magna Carta anniversary celebrations, the Church in England 800 years ago was instrumental in the promotion and protection of the principles of the charter. British values arise out of the Christian heritage of this country. We are fully committed to the active promotion of those values, especially in the promotion of the spiritual, moral, social and cultural development of our students which is such a feature of our school, described by Ofsted in 2013 as “exceptional.” Furthermore, we are committed to the implementation of the *Prevent* Guidance which came into effect on 1 July 2015. Since we are inspired by the Gospel of Jesus Christ, the culture of our school is a “culture of life”, as opposed to those who are committed to radicalisation and extremism who only offer a “culture of death.” Our role is to offer our students a vision of human flourishing which is more compelling than the vision offered by the extremists who have managed to lure some young people in this country to travel abroad and engage in hopeless violence. The six hallmarks of an education at St. Gregory’s – **community, respect, aspiration, spiritual life, vocation and global awareness** – have been drawn up specifically with the promotion of Gospel values and British values in mind.’ (SDP)

St Gregory’s is an inclusive community that aims to support and welcome students with medical conditions. This school understands its responsibility to make the school welcoming, inclusive and supporting to all pupils with medical conditions and provide them with the same opportunities as others at the school.

We will help to ensure they can:

- be healthy
  - stay safe
  - enjoy and achieve
  - make a positive contribution
  - achieve economic well-being.
- 
- The school ensures all staff understand their duty of care to children and young people in the event of an emergency.
  - Staff receive on-going training and are regularly updated on the impact medical conditions can have on pupils. The training agenda is based on a review of current healthcare plans.
  - All staff feel confident in knowing what to do in an emergency.
  - This school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.

- This school understands the importance of medication being taken as prescribed.
- All staff understand the common medical conditions that affect children at St Gregory's.

Clear communication of students medical needs are delivered to staff through weekly briefings and emails. Staff are reminded regularly of where Individual Health Care Plans can be located on the school IT system. The School Nurse briefs all staff on how to respond to emergency situations involving students with known medical conditions at the beginning of the academic year.

## **Section 2**

### **Policy Implementation**

All schools and academies are expected by Ofsted to have a policy dealing with medical needs and to be able to demonstrate that this is implemented effectively. The overall responsibility for the successful administration and implementation of this Policy is delegated to the Director of Pastoral Care. The Director of Finance and Premises will be responsible for ensuring that sufficient staff are suitably trained in first aid and will ensure cover arrangements in case of staff absences or staff turnover to ensure that someone is always available and on site. The Director of Pastoral Care will also be responsible for monitoring of individual healthcare plans. The Data Manger, who organises cover, will be responsible for briefing supply teachers. Risk assessments for School visits and other activities outside of the normal timetable are the responsibility of the Trips Co-Ordinator. All staff will be expected to show a commitment to and awareness of children's medical conditions. All new members of staff will be inducted into the arrangements and guidelines set out in this Policy by Director of Pastoral Care. The prime responsibility for a child's health lies with the parent/carer who is responsible for the child's medication and should supply the School with up to date information.

#### **Definitions of Medical Conditions:**

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

- Short-term affecting their participation in School activities because they are on a course of medication or treatment.
- Long-term potentially limiting their access to education and requiring extra care and support (deemed special medical needs).

## **Section 3**

### **The Role of Staff at Saint Gregory's**

Some children with medical conditions may be disabled. Where this is the case governing bodies must comply with their duties under the Equality Act 2010. Some may also have Special Educational Needs (SEND) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For children with SEN, this guidance should be read in conjunction with the SEN Code of Practice.

If a child is deemed to have a long-term medical condition, Saint Gregory's will ensure that arrangements are in place to support her/him. In doing so, we will attempt to ensure that such children can access and enjoy the same opportunities at school as any other child within the limitations of the medical condition. Saint Gregory's staff, health professionals, parents/carers and other support services will work together to ensure that children with medical conditions receive a full education, where they are able to access and enjoy the same opportunities at as any other students, unless this would not be

in their best interests because of their health needs. In this situation appropriate medical advice will be sought.

## **Responsibilities**

Each member of the school and health community knows their roles and responsibilities in maintaining an effective medical conditions policy

- This school works in partnership with all interested and relevant parties including the Governing Body, all school staff, parents, employers, community healthcare professionals and students to ensure the policy is planned, implemented and maintained successfully.

### **The Governing Body has a responsibility to:**

- ensure the health and safety of their employees and anyone else on the premises or taking part in school activities (this includes all students). This responsibility extends to those staff and others leading activities taking place off-site, such as visits, outings or field trips
- ensure health and safety policies and risk assessments are inclusive of the needs of students with medical conditions
- make sure the Medical Conditions Policy is effectively monitored and evaluated and regularly updated
- provide indemnity for staff who volunteer to administer medication to students with medical conditions.

### **The Headteacher has a responsibility to:**

- ensure the school is inclusive and welcoming and that the Medical Conditions Policy is in line with local and national guidance and policy frameworks
- ensure there is communication between interested parties including students, school staff, the Special Educational Needs Coordinator, SEND Manger, Medical Response Officer, pastoral support/welfare officers, Learning Support Assistants, School Nurse, parents, Governors, and local emergency care services
- ensure the policy is put into action, with good communication of the policy to all
- ensure every aspect of the policy is maintained
- assess the training and development needs of staff and arrange for them to be met

### **The Director of Pastoral Care has a responsibility to:**

- ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using students' Healthcare Plans
- delegate a staff member to check the expiry date of medicines kept at school and maintain the school medical conditions register
- monitor and review the policy regularly, with input from students, parents, staff and external stakeholders
- update the policy as appropriate according to review recommendations and recent local and national guidance and legislation
- report back to all key stakeholders about implementation of the medical conditions policy.

### **School Support Staff have a responsibility to:**

- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- understand the school's Medical Conditions Policy
- know which students in their care have a medical condition and be familiar with the content of the student's Healthcare Plan
- allow all students to have immediate access to their emergency medication
- maintain effective communication with parents including informing them if their child has been unwell at school
- ensure students who carry their medication with them have it when they go on a school visit or out of the classroom

- be aware of students with medical conditions who may be experiencing bullying or need extra social support
- understand the common medical conditions and the impact it can have on students (students should not be forced to take part in any activity if they feel unwell)
- ensure all students with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure students have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

**Teaching Staff have a responsibility to:**

- ensure students who have been unwell catch up on missed school work
- be aware that medical conditions can affect a student's learning and provide extra help when students need it
- liaise with parents, the student's healthcare professionals, Special Educational Needs Coordinator and Family Support Officer if a child is falling behind with their work because of their condition
- use opportunities such as PSHE and other areas of the curriculum to raise student awareness about medical conditions.

**School Nurse (or School Healthcare Professional) has a responsibility to:**

- help update the Medical Conditions Policy
- help provide regular training for school staff in managing the most common medical conditions at school
- provide information about where the school can access other specialist training.
- support students referred to them (or who have self-referred)

**Medical Response Officer has a responsibility to:**

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards with the school
- when necessary ensure that an ambulance or other professional medical help is called.
- notify the relevant Head of Year/Director of Pastoral Care about major incidents involving students with medical conditions from their Year Group.
- to maintain all central medical records.
- cross check records to ensure students with medical conditions, or students presenting with new medical conditions have a Healthcare Plan, and if they don't, initiate the procedure to create one.
- to maintain the safe storage and disposal of medicines.

**SEND Manager has the responsibility to:**

- help update the Medical Conditions Policy
- know which students have a medical condition and which have special educational needs because of their condition
- ensure teachers make the necessary arrangements if a student needs special consideration or access arrangements in exams or course work.

**Heads of Year/Family Support Officer have the responsibility to:**

- help update the Medical Conditions Policy
- know which relevant students have a medical condition and which have special educational needs because of their condition
- ensure all relevant students with medical conditions are not excluded unnecessarily from activities they wish to take part in.

**Local Doctors and Specialist Healthcare Professionals.** Individual doctors and specialist healthcare professionals caring for students who attend this school, have a responsibility to:

- complete the student's Healthcare Plans provided by parents
- where possible, and without compromising the best interests of the child, try to prescribe

medication that can be taken outside of school hours

- offer every child or young person (and their parents) a written care/self-management plan to ensure children and young people know how to self-manage their condition
- ensure the child or young person knows how to take their medication effectively
- ensure children and young people have regular reviews of their condition and their medication
- provide the school with information and advice regarding individual children and young people with medical conditions (with the consent of the student and their parents).

**The students at this school have a responsibility to:**

- treat other students with and without a medical condition equally
- tell their parents, teacher or nearest staff member when they are not feeling well
- let a member of staff know if another student is feeling unwell
- let any student take their medication when they need it, and ensure a member of staff is called, if necessary
- treat all medication with respect
- know how to gain access to their medication in an emergency
- know how to take their own medication and to take it when they need it
- ensure a member of staff is called in an emergency situation.

**The Parents/Carers of a child at this school have a responsibility to:**

- tell the School if their child has a medical condition
- ensure the School has a complete and up-to-date Healthcare Plan for their child
- inform the School about the medication their child requires during school hours
- inform the School of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- tell the School about any changes to their child's medication, what they take, when, and how much
- inform the School of any changes to their child's condition
- ensure their child's medication and medical devices are labelled with their child's full name and is supplied, wherever possible, in its original containers
- provide the School with appropriate spare medication labelled with their child's name
- ensure that their child's medication is within expiry dates
- keep their child at home if they are not well enough to attend school
- ensure their child catches up on any school work they have missed
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

In some cases this will require flexibility and involve, for example, programmes of study that rely on part time attendance at alternative provision arranged by the Local Authority and health professionals. Consideration will also be given to how children will be reintegrated back into School after long periods of absence.

Staff must not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect any Individual Health Care Plans). At Saint Gregory's, we recognise that a first-aid certificate does not constitute appropriate training in supporting children with medical conditions. Healthcare professionals, including the School Nurse, to whom we have regular access to, will provide training and subsequent confirmation of the proficiency of staff in a medical procedure, or in providing medication.

## **Section 4**

### **Procedures to be followed when notification is received that a student has a medical condition**

We will ensure that the correct procedures will be followed whenever we are notified that a student has a medical condition. The Admissions Officer will oversee identification of students with medical conditions as part of the school admissions process, and then bring them to the attention of the Medical Response Officer, Head of Year, Director of Pastoral Care and the School Nurse. These same procedures will also cover any transitional arrangements between schools. If a student's medical needs change then this should be brought to the attention of the Medical Response Officer, who will then liaise with the School Nurse to ensure any amendments to Health Care Plans and/or arrangements for any staff training or support can be made. For children starting at Saint Gregory's, arrangements will be in place in time for the start of the relevant term. In other cases, such as a new diagnosis or children moving to Saint Gregory's mid-term, we will make every effort to ensure that arrangements are put in place within two weeks. In making the arrangements, the school will take into account that many of the medical conditions that require support at school will affect quality of life and that some may be life threatening.

We will also acknowledge that some will be more obvious than others. We will therefore ensure that the focus is on the needs of each individual child and how their medical condition impacts on his/her life. The arrangements will show an understanding of how medical conditions impact on a child's ability to learn, as well as increase her/his confidence and promote self-care.

The Director of Pastoral Care, supported by the Nurse, will ensure that staff are properly trained to provide the support that students need. They will ensure that arrangements are clear and unambiguous about the need to actively support students with medical conditions to participate in educational visits, or in sporting activities, and not prevent them from doing so. The school will make arrangements for the inclusion of students in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible.

The school will make sure that no child with a medical condition is denied admission or prevented from attending the school because arrangements for their medical condition have not been made. However, in line with our safeguarding duties, we will ensure that students' health is not put at unnecessary risk from, for example, infectious diseases. We will therefore not accept a child in school at times where it would be detrimental to the health of that child or others. On these occasions the Medical Response Officer or School Nurse, if available, in liaison with the Director of Pastoral Care will seek advice from The Health Protection Agency. The school does not have to wait for a formal diagnosis before providing support to students. In cases where a student's medical condition is unclear, or where there is a difference of opinion, judgements will be needed about what support to provide based on the available evidence. This would normally involve some form of medical evidence and consultation with parents/carers and the student. Where evidence and information available varies, negotiation may be necessary to ensure that the appropriate support can be put in place. This will usually be led by the Director of Pastoral Care and the Medical Response Officer in conjunction with the School Nurse. Following the discussions an Individual Health Care Plan or guidelines will be put in place.



## Individual Health Care Plans

Where a child has an Individual Health Care Plan, it will clearly state what the health concern is and define what constitutes an emergency. It should explain what to do in an emergency, including ensuring that all relevant staff are aware of emergency symptoms and procedures. Other students in the school should know what to do in general terms, such as informing a teacher immediately if they think help is needed. If a child (regardless of whether s/he has an Individual Health Care Plan) needs to be taken to hospital, staff should stay with the child until the parent/carer arrives, or accompany a child taken to hospital by ambulance.

## Section 5

### Individual Health Care Plans

**Admission forms** - parents are asked if their child has any health conditions or health issues on the admission form, which is filled out at the start of their academic career at the school. Parents are then requested to provide updates when changes to their child's health occur.

**Drawing up Healthcare Plans** - this school uses a Healthcare Plan to record important details about individual students' medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required.

A Healthcare Plan is sent to all parents of students with a long-term medical condition, with a covering letter:

- at enrolment
- when a diagnosis is first communicated to the school.

If a student has a short-term medical condition that requires medication during school hours, a medication form is sent to the student's parents to complete, by the Medical Response Officer.

The parents, healthcare professional and student with a medical condition are asked to fill out the student's Healthcare Plan together. Parents then return these completed forms to the school.

This school ensures that a relevant member of school staff is also present, if required to help draw up a Healthcare Plan for students with complex healthcare or educational needs.

It is a necessity that each Individual Health Care Plan includes;

- the medical condition, its triggers, signs, symptoms and treatments
- the student's resulting needs, including medication (dose, side-effects and storage) and other treatments, time, facilities, equipment, testing, access to food and drink where this is used to manage their condition, dietary requirements and environmental issues e.g. crowded/noisy conditions, travel time between lessons; specific support for the student's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete assessments, use of rest periods or additional support in catching up with lessons, and counselling sessions
- the level of support needed, including in emergencies, with appropriate arrangements for monitoring who will provide this support and their training needs.

The expectations of their role and confirmation of proficiency to provide support for the child's medical condition from a healthcare professional; and cover arrangements for when they are unavailable e.g. who in the needs to be aware of the child's condition and the support required. Some children will be able to take responsibility for their own health needs. If a child is self-managing his/her medication, this should be clearly stated;

- arrangements for written permission from parents/carers and the School Nurse for medication to be administered by a member of staff, or self-administered by the student during hours, separate arrangements or procedures required for educational visits or other activities outside of the normal timetable that will ensure the child can participate, e.g. risk assessments or translated instructions for administering medication;
- where confidentiality issues are raised by the parents/carers or child, the designated individuals to be entrusted with information about the child's condition;
- what to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an Emergency Health Care Plan prepared by their lead clinician that could be used to inform development of their Individual Health Care Plans or as an appropriate alternative plan. The Health Care Plan will not be the school's responsibility to write or review. The School Nurse will liaise with the relevant professional to ensure this is completed. The School nurse will be advised by the Director of Pastoral Care about students who require clinician led care.

**School Healthcare Plan Register.** Healthcare Plans are used to create a centralised register of students with medical needs. The Medical Response Officer has responsibility for maintaining the register. The Medical Response Officer follows up with the parents any further details on a student's Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

**Ongoing Communication and Review of Healthcare Plans.** Parents at this school are regularly reminded to update their child's Healthcare Plan if their child has a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change.

Every student with a Healthcare Plan at this school has their plan discussed and reviewed as appropriate.

**Storage and Access to Healthcare Plans.** Parents and students are provided with a copy of the student's current agreed Healthcare Plan on request

- Healthcare Plans are kept in a central location at school.
- Apart from the central copy, specified members of staff hold copies of students' Healthcare Plans. These copies are updated at the same time as the central copy.
- All members of staff who work with groups of students have access to the Healthcare Plans of students in their care.
- When a member of staff is new to a student group, the school makes sure that they are made aware of (and have access to) the Healthcare Plans of students in their care.
- This school ensures that all staff protect student confidentiality.
- Permission from parents is sought to allow the Healthcare Plan to be sent ahead to emergency care staff, should an emergency happen during school hours or at a school activity outside the normal school day. This permission is included on the Healthcare Plan.

**Use of Healthcare Plans.** Healthcare Plans are used to:

- inform the appropriate staff about the individual needs of a student with a medical condition in their care
- remind students with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times
- identify common or important individual triggers for students with medical conditions at school that bring on symptoms and can cause emergencies. This information is used to help reduce the impact of common triggers
- ensure that all medication stored at school is within the expiry date

- ensure local emergency care services have a timely and accurate summary of a student's current medical management and healthcare in the event of an emergency
- remind parents of students with medical conditions to ensure that any medication kept at school for their child is within its expiry dates, including spare medication.

### **Consent to Administer Medicines**

- If a student requires regular prescribed or non-prescribed medication at school, parents are asked to provide consent on their child's Healthcare Plan giving the student or staff permission to administer medication on a regular/daily basis, if required. A separate form is sent to parents for students taking short courses of medication.
- All parents of students with a medical condition who may require medication in an emergency are asked to provide consent on the Healthcare Plan for staff to administer medication.
- If a student requires regular/daily help in administering their medication then the school outlines the school's agreement to administer this medication on the student's Healthcare Plan. The school and parents keep a copy of this agreement.
- Parents of students with medical conditions are all asked at the start of the school year on the Healthcare Plan if they and their child's healthcare professional believe the child is able to manage, carry and administer their own emergency medication.

### **Review of Health Care Plans**

- Individual Health Care Plans will be written and reviewed by the Medical Support Officer in conjunction with the School Nurse. Parent/carers and the young person will be involved in this process.

### **Management of students with acute conditions**

- Photographs of students who may require an EpiPen, or suffer from epilepsy or diabetes will be displayed in the staff room. The photos will also be made available to kitchen staff and lunchtime supervisors. Appropriate guidance about confidentiality of medical records will be provided to staff.
- Individual Health Care Plans will be easily accessible to all who need to refer to them, while preserving confidentiality. Plans will capture the key information and actions that are required to support the child effectively. The level of detail within plans will depend on the complexity of the child's condition and the degree of support needed. This is important because different children with the same health condition may require very different support. Where a child has SEN but does not have a statement or Education Health Care Plan, his/her SEN should be mentioned in the Individual Health Care Plan. Individual Health Care Plans, (and their Review), may be initiated, in consultation with the parent/carer, by a member of staff or a healthcare professional involved in providing care to the child. The Individual Health Care Plan must be completed by the Medical Response Officer in conjunction with the lead health care professional (usually the Nurse) with support from the parents/carers and young person if appropriate.
- For students with specific conditions a relevant healthcare professional e.g. a diabetes or epilepsy nurse, or chronic fatigue specialist, should lead and formulate the care plan for the student and the student should also be involved whenever appropriate. The responsibility for ensuring it is finalised and implemented rests with the Medical Response Officer in conjunction with the School Nurse.

- The Medical Support Officer, in conjunction with the School Nurse, will ensure that Individual Health Care Plans are reviewed at least annually or earlier if evidence is presented that the child's needs have changed. They will be developed and reviewed with the child's best interests in mind and ensure that the school assesses and manages risks to the child's education, health and social wellbeing and minimises disruption. Where the child has a SEN identified in a statement or EHC plan, the SENCO will ensure the Individual Health Care Plan is linked to or becomes part of that statement or EHC plan.

## **Section 6**

### **The child's role in managing his/her own medical needs**

If it is deemed, after discussion with the parents/carers, that a child is competent to manage his/her own health needs and medicines, the school will encourage him/her to take responsibility for managing his/her own medicines and procedures. Where appropriate this will be reflected within Individual Health Care Plans.

Wherever possible, children should be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily; these will be stored in the cupboard in the Medical Room to ensure that the safeguarding of other children is not compromised. Saint Gregory's does also recognise that children who can take their medicines themselves or manage procedures may require an appropriate level of supervision. This might be the case for students with asthma or Attention Deficit Hyperactivity Disorder. If a child is not able to self-medicate then relevant staff should help to administer medicines and manage procedures for them. If a child refuses to take medicine or carry out a necessary procedure, staff should not force them to do so but instead follow the procedure agreed in the Individual Health Care Plan.

Parents/carers should be informed, outside of the review, so that alternative options can be considered. The following are the procedures to be followed for managing medicines:

- Medicines should only be administered at the time when it would be detrimental to a child's health or school attendance not to do so.
- No children under 16 should be given prescription or non-prescription medicines without written consent of a parent/carer.
- The school will not administer non-prescription medicines to a child. If a parent/carer wishes a child to have the non-prescription medicine administered during the School day, they will need to arrange to come to the school to administer it to their child.
- The school will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin which must still be in date, but will generally be available inside an insulin pen or a pump, rather than in its original container.
- All medicines will be stored safely in the Medical Room. Children should know where their medicines are at all times and be able to access them immediately.
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available to children and not locked away; these will be stored in the First Aid cupboards in the Medical Room. If a child requires an asthma inhaler it is crucial that there is an inhaler in the School at all times.
- Students with asthma are unlikely to have an individual health care plan. A spare inhaler(s) should be kept in the Medical Room and inhaler(s) carried by student. Each student should be aware that s/he

must tell staff if his/her asthma is becoming worse and be reviewed in the Medical Room by the Medical Support Officer or a First Aider.

- During educational visits, the first aid trained member of staff/member of staff in charge of first aid will carry all medical devices and medicines required. Students will bring the medication they usually carry on them (i.e. inhaler, epipen). When educational visits are abroad school will translate basic medical emergency information in to the country's native language; be familiar with the country's emergency procedures and the nearest hospital/medical treatment centre.

- Staff administering medicines should do so in accordance with the prescriber's instructions. The school will keep a record of all medicines administered to individual children, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at the School should be noted. Written records are kept of all medicines administered to children.

These records offer protection to staff and children and provide evidence that agreed procedures have been followed.

- When no longer required or expired, medicines will be returned to the parent/carer to arrange for safe disposal and they will ensure provision of necessary medication if appropriate. Sharps boxes should always be used for the disposal of needles and other sharps.

## **Section 7**

### **Unacceptable Practice**

Although staff should use their discretion and judge each case on its merits with reference to the child's individual Health Care Plan, it is not generally acceptable practice to:

- prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary
- assume that every child with the same condition requires the same treatment
- ignore the views of the child or his/her parents/carers; or ignore medical evidence or opinion, (although this may be challenged)
- send children with medical conditions home frequently or prevent them from staying for normal activities, including lunch, unless this is specified in their individual healthcare plans
- If the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable. Children with epilepsy, diabetes, Epipens or asthma must be escorted by a member of staff to the Medical room. The Medical Support Officer should be called to students who are very unwell.
- penalise children for their attendance record if their absences are related to their medical condition e.g. hospital appointments
- prevent students from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- require parents/carers, or otherwise make them feel obliged, to attend the school to administer medication or provide medical support to their child, including with toileting issues. No parent/carer should have to give up working because the school is failing to support their child's medical needs; or

- prevent children from participating, or create unnecessary barriers to children participating in any aspect of life, including educational visits, e.g. by requiring parents/carers to accompany the child.

## **Section 8**

### **Complaints**

Should parents/carers or students be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure.

## **Section 9**

This policy should be read in conjunction with the following;

Behaviour for Excellence  
Child Protection Policy  
Equality Statement  
Equalities Objectives  
Health and Safety Policy  
SEND Policy  
SEND Local Offer  
SEND Information Report

Policy prepared by Mr McDermott (Director of Pastoral Care)

Policy approved by the Christian Vision Committee 24.1.17