



May 2020

# Medical Needs Policy for Broadwater School

## **Rationale**

This policy should be read in conjunction with the Surrey County Council's guidance document, 'Young People's Health and the Administration of Medicines', updated in 2012 (see list of policies on the school's website).

## **Purpose**

The purpose of this policy is to define the School's policy on managing medication in school. The school has a duty to ensure that effective systems and procedures are in place to support individual students with medical needs.

At Braodwater, we believe that students with medical conditions should be supported to play an active role in school life, enjoy the same opportunities as any other student and have full access to all aspects of education. The governing body has arrangements in place to see that as far as is practical, this is achieved. It is important that parents feel confident that the school will provide effective support for their child's medical condition and that students feel safe. In order to achieve this, the school will liaise with health and social care professionals, students and their parents.

## **Responsibilities**

### **Governing Body**

The school's Governing Body has general responsibility for this policy. The Governing body is required to ensure that the arrangements in this policy comply with the Health and Safety policies and procedures produced by the Local Authority.

The Governing Body must ensure that members of staff who volunteer to administer medication receive appropriate accredited training.

### **Headteacher**

The Headteacher is responsible for implementing the Governing Body's policy in practice and for developing detailed procedures.

### **Designated Person**

The Student Services Manager is the designated person who has responsibility for students with medical needs.

### **School Staff**

There is no requirement for school staff to administer medicines. Parents should administer medication where possible, or in appropriate cases, students should self-

administer. Medication will only be administered by staff where there is specific prior written permission from the parent.

Although administering medicines is not part of teachers' or support staff professional duties, they are expected to take into account the needs of students they teach who have medical conditions. Members of staff who have a responsibility to support students with medical conditions will receive sufficient and suitable training in order to achieve the necessary level of competency. It is expected that all members of staff should know what to do, and respond accordingly, when they become aware that a student with a medical condition needs help.

### **School Nurse**

Broadwater has access to the school nursing service which is responsible for notifying the school when a student has been identified as having a medical condition which will require support in school. Wherever possible, this will be done before the student starts at the school. The school nursing service will liaise between medical practitioners and school staff on implementing a student's Healthcare Plan and provide advice and training where possible.

### **Healthcare professionals, including GPs and pediatricians**

The GP or other healthcare professional will notify the school nurse when a student has been identified as having a medical condition that will require support at school. They will be involved in drawing up healthcare plans. Specialist local health teams are also available to provide support for students who have particular conditions (eg asthma, diabetes or epilepsy).

### **Individual Students**

Students with medical conditions will be fully involved in discussions about their medical support needs and expected to comply with their healthcare plan.

Students may be allowed to take responsibility for self-administration of medicines. If this is the case it must be part of the healthcare plan between the student, their parents and the school. The healthcare plan should include whether administration requires supervision. In addition to parental consent, medical advice with regard to self-administration by the student should be noted in the IHP.

If it is not appropriate for a student to self-manage, then relevant staff will help to administer medicines and manage procedures for them. If a student refuses to take medicine or carry out a necessary procedure, staff will not force them to do so, but this must be documented and agreed procedures followed. Parents must be informed of the refusal as soon as possible on the same day.

### **Parents**

It is the parents' responsibility to provide the school with sufficient and up-to-date information about their child's medical needs. Parents will be involved in the drafting, development and review of their child's IHP. Parents are expected to carry out any action they have agreed to as part of its implementation, e.g. provide medicines and equipment, and must ensure either they or another nominated adult, are contactable at all times.

## **Staff Indemnity**

The school fully indemnifies (through the Local Authority), all its staff against claims for alleged negligence providing they are acting within the remit of their employment. As the administration of medicines is considered to be an act of “taking reasonable care” of the student, staff agreeing to administer medication can be reassured about the protection their employer would provide. In practice, this means that the Local Authority, not the employee, would meet the cost of damages should a claim for alleged negligence be successful.

Staff should take the same care that a reasonable, responsible and careful parent would take in similar circumstances, while they are responsible for the care and control of students. In all circumstances, particularly in emergencies, members of staff are expected to use their best endeavors. The consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

## **Individual healthcare plans**

Healthcare plans should be in place for each student who has a long-term/serious medical condition to ensure that the student is supported in all aspects of school life. The Student Services Manager will take the lead in writing the plan, but responsibility for ensuring it is finalised and implemented rests with the Deputy Headteacher.

## **Staff training**

Initial validated training with certification must be provided and regular updating from qualified professionals must be given to staff that volunteer to administer all medicines.

## **School trips and sports activities**

Students with medical needs are encouraged to participate in school trips and visits and sporting activities wherever safety permits. Additional safety measures may be required but staff should seek advice from the school’s Educational Visits Co-ordinator in the first instance.

## **Medicines**

Students will not be given medication without written consent from the parents. With the exception of paracetamol, non-prescribed medicines are not kept in school for general use.

## **Monitoring and evaluation**

This policy will be monitored by the Headteacher and Governors for its effectiveness in implementation, and evaluated and reviewed at least annually, or sooner in the light of any incidents that may occur or any changes to legislation.

## **Reviewed by Governors date**