



Broadwater School Supporting Pupils with Medical Conditions Policy

This policy is the responsibility of: Asst Head Pastoral and Student Services Manager

Review date: Apr 2022

Approved by Governing Body: May 2022

Next review: May 2025

Broadwater School

Supporting Pupils with Medical Conditions Policy

April 2022

Broadwater School is committed to complying with all relevant legislation in relation to the health and safety of the pupils in its care, including those with special medical needs.

This policy applies to Broadwater School and all governors and staff of the school must abide by this policy, which has been adopted in accordance with and pursuant to the Student Welfare Policy of the Greenshaw Learning Trust.

It is the responsibility of the local governing body and Headteacher of the school to ensure that their school and its staff adhere to this policy. In implementing this policy school staff must take account of any advice given to them by the Executive Headteacher and/or Board of Trustees.

This policy is subject to the GLT Student Welfare Policy and the Scheme of Delegation approved for the school. If there is any ambiguity or conflict then the GLT Student Welfare Policy and the Scheme of Delegation and any specific Scheme or alteration or restriction to the Scheme approved by the Board of Trustees takes precedence. If there is any question or doubt about the interpretation of this, the Executive Headteacher should be consulted.

Approval and review:

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Aims

Broadwater School aims to:

- assist parents/carers in providing medical care for their children;
- educate staff and pupils in respect of special medical needs;
- liaise as necessary with health professionals who support individual pupils;
- ensure access to a full education if possible;
- monitor and keep appropriate records.

Entitlement

Broadwater School accepts that:

- pupils with medical needs have a right to the full education available to other pupils;
- pupils with medical needs should be enabled to have full attendance and receive necessary, proper care and support.

Broadwater School accepts that all employees have rights in relation to supporting pupils with medical needs as follows:

- to choose whether or not they are prepared to be involved;
- to receive appropriate training;
- to work to clear guidelines;
- to have concerns about legal liability;
- to bring to the attention of the Senior Leadership Team, any concern or matter relating to supporting pupils with medical needs.

The role of the school

It is expected that the school will:

- liaise with parents/carers and health professionals (where appropriate) on the production of a health care plan for the pupil ensuring it is updated regularly and accessible to the parents/carers;
- ensure adequate care for the pupils through the training of staff and arranging appropriate provision for a pupil to access all aspects of education;
- provide adequate insurance for the level of risk.

The role of the parent/carer

It is expected that the parent/carer will:

- keep the school informed about any changes to their child's health;
- complete a parental agreement form to administer medication before bringing medication into school;

- provide the school with the medication their child requires and keeps the medication up to date;
- collect any unused medication at the end of the academic year;
- discuss the medication with their child prior to requesting that a staff member administers the medication;
- where necessary, develop an Individual Healthcare Plan (IHCP) for their child in collaboration with the school and healthcare professionals.

The role of the pupil

It is expected that the pupil will:

- where competent, be encouraged to take responsibility for managing their own medication and procedures;
- where possible, be allowed to carry their own medication and devices, subject to written consent being given by the parent/carer. If this is not possible, their medication will be located in an easily accessible location.
- take their medication; if he/she refuses, the parent/carer will be contacted and alternative options will be explored.

Policy into Practice

Responsible person: Student Services Manager

Individual Health care plans (IHCPs)

Parents/carers are requested to share with the school any relevant medical information regarding their child on an annual basis. If a pupil has significant medical needs, a health care plan will be drawn up by the Student Services Manager in conjunction with the parents/carers, appropriate school staff and any relevant medical professionals. The focus of this plan should be on the needs of the individual pupil and how their medical condition impacts their school life. This plan will be reviewed on an annual basis, or sooner if necessary, and made accessible to parents/carers.

Support for staff carrying out their role

Communication: Communication to staff regarding a pupil's acute medical condition is done via the Student Services Manager. Where necessary, a staff briefing with relevant staff is organised and the Student Services Manager or other medical professionals may attend. Staff will be briefed on the condition, how best to support the pupil and what to do in an emergency.

Training: The Student Services Manager will take the lead on training and liaise with the Assistant Head Pastoral on training and induction arrangements for staff. The Student Services Manager will keep a record of training undertaken and a list of staff qualified to undertake responsibilities under this policy. Feedback will be sought from staff by the Student Services Manager/ Assistant Head Pastoral to ensure that staff feel supported in carrying out their role.

Staff absence: In the event of a staff absence, the school will allocate a trained member of staff to cover the absence.

Arrangements for pupils who are competent to manage their own medical needs

The school actively encourages pupils to manage their own health needs and recognises the importance of supporting this independence. When a pupil has chosen to manage their own health needs, the school requests that the parent agrees by completing a consent form

Emergencies

Medical emergencies will be dealt with under the school's emergency procedures.

Where an Individual Health Care Plan (IHCP) is in place, it should detail:

- what constitutes an emergency
- what to do in an emergency

Accident Reporting and Recording

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

In the case of a notifiable accident, disease, etc., the local authority's Health and Safety Officer should be notified, by telephone immediately or, in the case of accidents necessitating absence from work for more than three days, at the earliest possible moment by the Responsible Person, so that s/he can advise and carry out an investigation if required.

The Health and Safety Executive will be informed by the local authority's Health and Safety Officer of any notifiable accidents. This is a legal requirement and must be done within 10 days of the accident/incident.

Details of notifiable and reportable accidents must be recorded on the official form.

Whenever an accident occurs which requires the completion of a form an investigation will be carried out by a member of the Senior Leadership Team.

In the event of an accident or other occurrence (e.g. an epileptic fit) a first aider should be contacted to deal with the situation. The first aider will be responsible for recommending that an ambulance is called. In cases involving pupils, their parent/carer should be contacted as soon as possible.

The original copy of Accident /Incident Report Form should be retained at the school.

All non-reportable accidents, treated with first aid, should be entered in the Accident Record book, kept by the first aid box in student services. Where relevant, parents/carers should be contacted and advised of the situation and asked if they would like to collect their child or if they are happy for them to remain in school.

In other cases, where no injury is visible, the pupil will be kept under observation. However, if concerns increase medical attention may need to be obtained but in all cases parents/carers will need to be advised of the incident. In the event of a bump to the head it is essential that persons be monitored and not left alone or unsupervised.

All incidents where first aid has been administered for either accidents or illness are recorded on the medical database held by the Student Services Manager.

a) Accidents involving blood

Accidents involving blood, e.g. cuts, nose bleeds, etc. carry the danger of Hepatitis B and HIV (AIDS). A record must be made of the incident.

b) Infectious Diseases

Any suspected infectious disease should be reported to the Assistant Head Pastoral who will seek advice on action that maybe required.

Arrangements for school trips and sporting activities

The trip leader/sports leader is provided with all the medical details relating to the relevant pupils and attends a briefing with the Student Services Manager. A risk assessment is produced for each trip factoring in the risk associated with the medical condition. Pupils are expected to provide their own medication.

The school ensures that all pupils, where it is reasonable and despite their medical condition, can attend these events with the consent of their parents/carers. Additional staffing is provided to ensure adequate care.

Home to school transport

Where a pupil is unable to travel to school due to their health, the school may be able to assist with home to school transport to ensure that the pupil can access their education. This is agreed by the Headteacher.

Unacceptable Practice

Broadwater School understands that the following behaviour is unacceptable:

- assuming pupils with the same condition require the same treatment;
- ignoring the views of the pupil and their parents/carers;
- ignoring medical evidence or opinion;
- sending pupils home frequently or preventing them from taking part in school activities;
- penalising pupils with medical conditions for their attendance record where the absence relates to the condition;
- making parents/carers feel obliged or forcing parents/carers to attend school to administer medication or provide medical support;
- creating barriers to children participating in school life, including school trips;

- refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

Complaints

Complaints should be dealt with through the school's complaints procedure.

Administering Medication to Pupils in school

Pupils who are fit to attend school may require taking medication during school hours (diabetics, asthmatics, epileptics, etc.). The following are guidelines on administering these medication in schools.

The School's Responsibility

The school will manage the dispensing of medication to students and will ensure safe storage and close record keeping of the administration of medication.

The Student Services Manager will ensure that where another adult (apart from him/herself) is responsible for the medication, that person is made fully aware of their duties in this respect.

Parents/carers will be required to sign an acknowledgement that they have requested their child be administered medication during school hours. All medication will be in their original containers with the pupils name and dosage clearly displayed.

A clear written statement of their responsibility will be given to all parents/carers, detailing:

- how to make a request for medication to be given by school staff, i.e. in writing and in person to the Headteacher;
- How medication should be provided to the school, i.e. in the original container from the pharmacy and clearly labeled with :
 1. **Pupil's name**
 2. **Class**
 3. **Name of medicine**
 4. **How much to give (i.e. dose)**
 5. **When to be given/ taken**
 6. **Any other instructions, e.g. storage**
 7. **Emergency contact number**
 8. **Family GP's telephone number;**
- the need for parents/carers to notify the school in writing of any changes in medication;
- the need for parents/carers, in person, to replenish the supply of medication if necessary;

- a recommendation that the school be advised of any significant disease, medical condition or allergy the pupil may have, subject to confidentiality.

Medication

- Where a pupil is taking a limited course of medication e.g. antibiotics, it would be expected that the medication will be administered at home. However, if the medication is being taken for reasons which would not put the pupil or others at risk, for example of infection, arrangements can be made for it to be taken in school.
- If a pupil is taking a non-prescribed medication e.g. cough medicine, this would be expected to be administered at home. Furthermore it is expected that pupils will not take non-prescribed medication in school unless under controlled conditions.
- Where staff agrees to administer medication to a pupil, the responsible person has to be designated so that the parent / carer and the pupil know who it is. The medication book has to be signed by the parent/ carer stating the dosage/application and the time(s) to be taken.
- 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.

Storage of medication

Medication, when not in use, shall be kept in a safe and secure place (a refrigerator if appropriate). However, medication that may be required in an emergency will always be readily accessible if not kept by the pupil.

Pupils will be responsible for their own inhalers, unless there is a specific reason for them not to be.

Administration/ Record

The label on the container containing medication should be checked against the school medication record (completed by parent). Any discrepancy should be queried with the parent before administering medication. A parent should provide proof, in writing from their GP, if their instructions differ from those on the medication container. A record should be kept of doses given, when given, by whom given. The Student Services Manager is responsible for monitoring and keeping appropriate records.

Disposal

Medication no longer required should not be allowed to accumulate. It should be returned to the parent in person for disposal. In the last resort, unwanted medication should be given to a local pharmacist for disposal as required by the Environmental Health Regulations.

School Nurse or Student Services Manager

The School Nurse or Student Services Manager shall seek advice from the Local Health Authority if relevant information concerning a pupil's rarer health problems is required.

Liability of School Staff

Staff designated to administer medication to pupils will be covered by the school in the event of liability/ negligence claims made against them, as long as they have taken all reasonable steps to follow the procedures and parental instructions contained in these guidelines.

APPENDIX A

Parental Agreement for School to Administer Medication.

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

Broadwater School/setting	
Date	
Pupil's name/ tutor group/House	
Name & Strength of medicine	
Expiry date	
How much to give (i.e. dose to be given)	
When to be given	
Any other instructions	
Number of tablets/quantity to be given to School /setting	

Note: Medicines must be signed in the original container dispensed by the pharmacy.

Daytime phone no of parent/carer

Name & Number of GP

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

Parent's signature: _____

Date: _____

APPENDIX B

Broadwater School - Record of Medication administered to all pupils.

Pupil's Name Tutor Group/House	Date	Name of Medication	Dosage given	Time Given	Any Reactions	Parent/Carer Signature	Administered by Staff Signature