

# Elm Court School



## Supporting students at school with medical conditions policy

### Aims of this policy

- To support students with medical conditions so that they have full access to education, including school trips and physical education
- To ensure that arrangements are in place at Elm Court School to support students with medical conditions
- To ensure the safe administration of medicines to students where necessary and to help support attendance
- To explain the roles and responsibilities of school staff in relation to medicines.
- To clarify the roles and responsibilities of parents and carers in relation to students' attendance during and following illness
- To outline the parents and carers and school staff the procedures for bringing medicines into school when necessary and their storage
- To outline the safe procedure for managing medicines on school trips
- To ensure that Elm Court School relevant staff consult with health and social care professionals, students and parents / carer to that the needs of students with medical conditions are effectively supported
- To comply with their statutory duties under the Equality Act 2010, the SEN code of practice and in line with safeguarding policies and procedures
- To ensure where necessary that a healthcare plan is in place for students requiring support

### Roles and responsibilities

#### Governing Body:

- Set out the procedures to be followed when school is notified that a student has a medical condition and how long this should take. This includes the development of the healthcare plan for the student, who is responsible for initiating the healthcare plan and that it is reviewed annually or earlier if the student's needs change. **See Appendix 1**

#### Headteacher:

- To bring this policy to the attention of school staff and parents and carers and to ensure that the procedures outlined are implemented
- To ensure that there are sufficient First Aiders and appointed persons for the school to be able to adhere to this policy
- To ensure that staff receive appropriate support and training relevant to the conditions named in the healthcare plan, including in contingency and

emergency situations. This may involve the Lambeth PCT School Nursing Team

- To ensure that parents and carers are aware of this policy
- To ensure that School Nursing Team in the case of any student who has a medical condition that may require support at school but who has not yet been brought to the attention of the school nurse

School Staff:

- To follow the procedures outlined in this policy
- The Inclusion Co-ordinator will complete a healthcare plan in conjunction with parents and carers, students and relevant healthcare professionals
- The Inclusion Co-ordinator will share medical information as necessary to ensure the safety of a student
- To retain confidentiality at all times
- To take reasonable precautions to ensure the safe administration of medicines.
- To contact parents and carers, under guidance from the Inclusion Co-ordinator, without delay
- To keep the first aid room and first aid boxes stocked with supplies
- To ensure their training is kept up-to-date in regard to medical conditions

School nurse or other qualified healthcare professional:

- To notify school when a student has been identified as having a medical condition who will require support, where possible, before the student starts at Elm Court School
- To have the lead role in ensuring that students with medical conditions are properly supported at Elm Court School
- To support school staff on implementing the student's healthcare plan
- To liaise with lead clinicians on appropriate support for the student
- To work with the Headteacher to determine training needs and provide this training, which should include dealing with emergency situations

Parents and Carers:

- To provide school with sufficient and up-to-date information about their child's medical needs prior to starting school or any change during their time at Elm Court
- To follow the school's procedure for bringing medicines into school
- To ensure that medicines are in date and that asthma inhalers are not empty
- To notify the school of any changes in a child's medical needs, e.g. when medicine is no longer required or when a child develops a new medical condition

Students:

- Students will often be best placed to provide information about how their medical condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan

## **Managing medicines on school premises**

- Medicines should only be brought to school when essential i.e. where it would be detrimental to the student's health or school attendance not to do so. In the case of anti-biotics, only those prescribes four times a day may be administered at school
- No student under 16 should be given prescription or no-prescription medicines without their parent / carer's written consent – except in exceptional circumstances where the medicine has been prescribed to the student without the knowledge of the parent / carer. In such cases, every effort should be made to encourage the student to involve their parents / carers while respecting their right to confidentiality
- A student under 16 should never be given medicine containing aspirin unless prescribed by a doctor. Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken. Parents / carers should be informed
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours
- 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 and storage. The exception to this is insulin which must still be in date, but will generally be available to schools inside an insulin pen or pump, rather than its original container
- All medicines should be stored safely and accessed by key school staff trained to administer medicines. Students should know where their medicines are at all times and able to access them immediately
- A student who has been prescribed a controlled drug may legally have it in their possession if they are competent to do so, but passing it to another student for use is an offence. School will monitor if necessary and ensure that controlled drugs that have been prescribed for a student be securely stored in a no-portable container and only named staff have access. Controlled drugs should be easily accessible in an emergency and records will be kept
- Only specially trained staff may administer a controlled drug to the student for whom it has been prescribed
- When no longer required, medicines should be returned to the parents / carer to arrange safe disposal. Sharps boxes should always be used for the disposal of needles and other sharp objects
- If a student refuses to take medicines, staff must not force them to do so. The refusal should be recorded and the parents / carers informed

## **Emergency Procedures**

- As part of the Health and Safety Policy – arrangements are in place for dealing with emergencies
- Where a student has an individual healthcare plan, this should clearly define what constitutes an emergency and explain what to do
- If a student needs to be taken to hospital, staff should stay with the student until the parents / carer arrives, or accompany a student taken to hospital by ambulance. Staff should **not** take students to hospital in their own car

## **Day trips, residential visits and sporting activities**

- School staff should be aware of how a child's medical condition will impact on their participation, but there should be enough flexibility for all students to participate according to their own abilities and with any reasonable adjustments. Schools should make arrangements for the inclusion of pupils in such activities with any adjustments as required unless evidence from a clinician such as a GP states that this is not possible.
- School will consider what reasonable adjustments they might make to enable students with medical needs to participate fully and safely on visits. A risk assessment will be carried out so that planning arrangements take account of any steps needed to ensure that pupils with medical conditions are included. This will require consultation with parents / carers and students and advice from the relevant healthcare professional to ensure that students can participate safely. Please also see Health and Safety Executive (HSE) guidance on school trips.

## **Unacceptable practice**

Although school staff should use their discretion and judge each case on its merits with reference to the child's individual healthcare 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 their parents; 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 school 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;
- penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments;
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- Require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their child, including with toileting issues. No parent 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 school life, including school trips, e.g. by requiring parents to accompany the child.

## **Appendix 1**

### **Healthcare plan guidance**

When deciding what information should be recorded on individual healthcare plans, the governing body should consider the following:

- the medical condition, its triggers, signs, symptoms and treatments;
- the pupil'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 corridors, travel time between lessons;
- specific support for the pupil's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
- The level of support needed (some children will be able to take responsibility for their own health needs) including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring;
- who will provide this support, their training needs, 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;
- who in the school needs to be aware of the child's condition and the support required;
- arrangements for written permission from parents and the Headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours;
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the child can participate, e.g. risk assessments;
- where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition; and
- what to do in an emergency, including whom to contact, and contingency arrangements. Some children may have an emergency healthcare plan prepared by their lead clinician that could be used to inform development of their individual healthcare plan.

## Appendix 2

### Individual healthcare plan template

Name of school/setting

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

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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 pupil'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