

# The Four Stones Multi Academy Trust

## Supporting students at school with medical conditions at King Charles I School

### Version Control

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<b>Policy approved by:</b>	Local Governing Body
<b>Next policy review date:</b>	Summer 2021

Version	Date	Details
1.0	14 <sup>th</sup> May 2018	General updates
2.0	Feb 2019	General updates
3.0	15 <sup>th</sup> July 2019	General updates
4.0	6 <sup>th</sup> July 2020	Updates to the personnel responsible for completing the Individual Healthcare Plans

### Overview

This policy will ensure that students at school with medical conditions are wholly supported so that they have full access to education, including school trips and physical education.

### Roles and Responsibilities

#### The Governing Body

The governing body should ensure that the school's policy clearly identifies the roles and responsibilities of all those involved in the arrangements they make to support students at school with medical conditions. They should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.

#### The headteacher

The headteacher has overall responsibility for the development of Individual Healthcare Plans. He should also make sure that school staff are appropriately insured and are aware that they are insured to support students in this way.

#### School Staff

Any member of school staff may be asked to provide support to students with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of students with medical conditions that they teach. School staff will receive sufficient and suitable training and achieve the necessary level of competency before they take on responsibility to support children with medical conditions. Any member of school staff should know what to do and respond accordingly when they become aware that a student with a medical condition needs help. Specific support for students with educational, social and emotional needs will be given-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 and dealing with medical conditions during exams.

#### Other professionals

The school will liaise with other medical professionals in order to gain advice and guidance on how best to support students with medical conditions. These professionals include school nurses, community nursing teams, GPs, paediatricians and local specialist health teams.

## **Students**

Students will be fully involved in discussions about their medical support needs and be asked to contribute as much as possible.

## **Parents/Carers**

Parents/Carers should provide the school with sufficient and up-to-date information about their son/daughter's medical needs. They must carry out any action they have agreed to as part of its implementation. For example, provide medicines and equipment and ensure that they, or another nominated adult, are contactable at all times.

## **Local Authority**

The Local Authority will work with the school to support students with medical conditions to attend full time. Where it is not possible for a student to receive a suitable education in school because of their health needs, the local authority has a duty to make other arrangements. The local authority will make arrangements under this duty when it is clear that a student will be away from school for 15 days or more because of health needs (whether consecutive or cumulative across the school year).

## **Supporting Students with Medical Conditions**

Once the school is notified of a student's medical condition, Julie Hardy will notify Vicki Fleming who will take advice on the necessity to complete an Individual Healthcare Plan (IHP)-see form 1. One of the following members of staff will, if necessary, complete the IHP:

- Vicki Fleming
- Sam Mecrow
- Ryan Burkin (head of the Communication Centre)
- Stacy Bott (assistant headteacher and inclusion manager/SENCO)

The school does not have to wait for a formal diagnosis before providing support to students.

Should an IHP be necessary, a meeting to discuss the relevant needs will be convened with parents/carers, the student, the school nurse (where appropriate) and any other necessary health professionals/specialist support services. Where a student is identified with a special educational need but does not have an Education and Health Care plan (EHC), this should be stated on the IHP. Stacy Bott (assistant headteacher and inclusion manager/SENCO) will consider whether an Education and Health Care plan (EHC) is needed if the child has a special educational need arising from a medical condition.

The delegated person for ensuring that sufficient staff are trained to support a student's medical needs is Jessica Bushell (chief operating officer/business manager). Julie Hardy will keep all relevant staff informed of the student's needs.

Karen Howell (cover manager) will provide supply teachers with a log on to SIMs. This will allow them to access the register and details of the medical conditions of students within their classes.

Richard Marrett (EVC coordinator) will ensure that risk assessments for visits and other school activities beyond the normal timetable ensure adequate provision for students with IHPs.

Julie Hardy will coordinate a review annually of all IHPs to ensure information contained in them is up-to-date and provision is still appropriate. Any amendments will be shared with relevant staff. Electronic copies of all IHPs will be password protected and stored in the secure staff share. Hard copies will be held securely in the school admin office.

## Staff Training and Support

Staff must be appropriately trained to undertake healthcare procedures and administer certain medications (eg epipens). Any member of staff providing support for a student with medical needs should receive suitable training. Appropriate training to support the student in school will be determined by the school nurse. Should the medical needs of a student be more complex, the school will take advice from the school nurse and other appropriate medical professional, including specialist services, on providing training.

## Medicines

- **Prescription medicines:** students are not allowed to carry their own prescribed medicines, with the exception of inhalers, epipens and insulin. Schools can only administer prescription medicines to a student when they have been prescribed by a doctor, dentist, nurse or pharmacist and where written permission for that particular medicine has been obtained from the student's parent/carer (see form 2). The school will keep prescription medications securely on the relevant site and named staff have access to this storage. A record is kept, and countersigned, of all medicines administered.
- **Non-prescription medicines:** non-prescription medicines (over the counter medicines) do not require any written consent from a doctor, dentist, nurse, pharmacist or other healthcare professional to allow school staff to administer them. However, schools can only administer non-prescription medicines where written permission for that particular medicine has been obtained from the student's parent/carer (see form 2). Prior to administering the non-prescription medication, we will contact the parents/carers to ensure they are aware. A stock of non-prescription medicines (ibuprofen or paracetamol) will be kept securely on both sites. Students are not allowed to carry their own non-prescription medicines and must not bring them into school.

## Medicines-administration

We will accept prescription medication on the following basis:

- a) Only prescription medication prescribed by a doctor, dentist, nurse or pharmacist will be accepted.
- b) Prescription medication will only be administered to a student when it has been prescribed by a doctor, dentist, nurse or pharmacist and where written permission for that particular medicine has been obtained from the student's parent/carer (see form 2). The prescription medication can only be accepted if it is in date, labelled, provided in the original container as dispensed by the pharmacy and include instructions for administration, dosage and storage. The prescription medication must be clearly marked with the name of the student, together with the dose and the time(s) of day at which it should be taken,
- c) Medication will be kept in a locked cabinet in the medical rooms on the Borrington and Hillgrove Sites. The only exception is emergency medication i.e. epipens which are also kept in reception for ease of access.

For further details on our policy for managing medication please see the 'Managing Medicines in schools and early years setting' booklet held in the Medical Rooms.

## Record of medicine administered to an individual student

An accurate record will be kept, and countersigned, of all medicines administered using the book(s) in the medical rooms on the Borrington and Hillgrove Sites

## Emergency Salbutamol inhalers in school (see form 3)

From 1<sup>st</sup> October 2014 the Human Medicines (Amendment) (No 2) Regulations 2014 allows schools to keep a salbutamol inhaler for use in emergencies. The emergency salbutamol inhaler should only be used by students for whom written parental consent for use of the emergency inhaler has been given, who have either been diagnosed with asthma or prescribed an inhaler, or who have been prescribed an inhaler as reliever medication. The inhaler can be used if the student's prescribed inhaler is not available (for example, because it is broken, or empty). Keeping an inhaler for emergency use will have many

benefits. It could prevent an unnecessary and traumatic trip to hospital for your son/daughter and potentially save his/her life. Parents/carers are likely to have greater peace of mind about sending their son/daughter to school. This does not negate the parent/carer's responsibility to ensure that their son/daughter has his/her own inhaler prescribed by his/her GP. Students should have their own inhaler with them to treat symptoms and for use in the event of an asthma attack. An asthma register will be accessible to staff and designed to allow a quick check as to whether or not a student is recorded as having asthma, and consent for an emergency inhaler to be administered. The register will include a photograph of your son/daughter, with your parental consent, to allow a visual check to be made.

### **Insurance and Litigation**

School staff are covered by the school's insurance to administer medicine as long as the dose is prescribed. However, school staff should not have to assess medical need in order to administer medication. School staff are also covered during trips and visits.

### **Complaints**

Should parents/carers be dissatisfied with the support provided they should discuss their concerns directly with the school. If after this the matter remains unresolved, parents/carers may make a formal complaint via the school's complaint procedure.

# Form 1: Individual Healthcare Plan

## STUDENT INFORMATION

<b>Student's name:</b>	
<b>Year group:</b>	
<b>SEND status:</b>	
<b>Medical condition(s):</b> Give a brief description of the medical condition(s) including description of signs, symptoms, triggers, behaviours.	
<b>Allergies:</b>	
<b>Review date:</b>	(Unless changes to the medical condition or level of care required occur sooner as directed by parents/carers or health professionals)

## FAMILY CONTACT INFORMATION

Parents/carers should check and verify the information we hold on SIMs.

## HEALTH NEEDS

	<b>Name</b>	<b>Contact details</b>
<b>Specialist nurse (if applicable):</b>		
<b>Key worker:</b>		
<b>Consultant paediatrician (if applicable):</b>		
<b>GP:</b>		
<b>Other relevant staff:</b>		
<b>Person with overall responsibility for implementing plan:</b>		
<b>Any provider of alternate provision:</b>		

This student has the following medical condition(s) requiring the following treatment.

Medical condition	Drug	Dose	When	How is it administered?
Does treatment of the medical condition affect behaviour or concentration?				
Are there any side effects of the medication?				
Is there any ongoing treatment that is not being administered in school? What are the side effects?				
Storage and location of medication				
<p><b>Parents/carers should collect all medication from reception at the end of every term and provide new and in date medication at the start of every term.</b></p>				

### **ROUTINE MONITORING (IF APPLICABLE)**

Some medical conditions will require monitoring to help manage the student's condition.

What monitoring is required?	
When does it need to be done?	
Does it need any equipment?	
How is it done?	

Is there a target? If so what is the target?	
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## EMERGENCY SITUATIONS

An emergency situation occurs whenever a student needs urgent treatment to deal with their condition.

What is considered an emergency situation?	
What are the symptoms?	
What are the triggers?	
What action must be taken?	
Are there any follow up actions (e.g. tests or rest) that are required?	

## STUDENT LEARNING

<p>How does the student's medical condition effect learning? i.e. memory, processing speed, coordination etc.</p>	
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## PHYSICAL ACTIVITY

Are there any physical restrictions caused by the medical condition(s)?	
Is any extra care needed for physical activity?	

## TRIPS AND ACTIVITIES AWAY FROM SCHOOL

What care needs to take place?	
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## EDUCATIONAL, SOCIAL & EMOTIONAL NEEDS

Students with medical conditions may have to attend clinic appointments to review their condition. These appointments may require a full day's absence and will not count towards a child's attendance record.

<b>Is the child/young person likely to need time off because of their condition?</b>	
<b>Is there a situation where the student will need to leave the classroom?</b>	

## STAFF TRAINING

Governing bodies are responsible for making sure staff have received appropriate training to look after a student. School staff should be released to attend any necessary training sessions it is agreed they need.

<b>What training is required?</b>	
<b>Who needs to be trained?</b>	
<b>Has the training been completed?</b> Please sign and date.	

## ADDITIONAL INFORMATION

<b>Please use this section for any additional information for the student.</b>	
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	Name	Signatures	Date
<b>Student</b>			
<b>Parents/carers</b>			
<b>Headteacher</b>			
<b>School representative</b>			

## Form 2: Parental agreement for school setting to administer medication at King Charles I School

### Prescription medication

Student's Name: ..... Year/tutor group:.....

Date: .....

Name and strength of medication: .....

Expiry date: .....

How much to administer (i.e. dose to be given): .....

Times to be given: .....

Any other instructions: .....

Number of tablets/quantity to be given to school: .....

Daytime phone number (Parent/Carer): .....

Name and phone number of GP: .....

Agreed review date to be initiated by: .....

**Note: Prescribed medicines can only be accepted if they are in date, labelled, provided in the original container as dispensed by the pharmacy and include instructions for administration, dosage and storage.**

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering prescription medicines 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.

If more than one prescription medicine is to be given a separate form is to be completed

### Non-prescription medication

I give consent to school staff administering the following non-prescription medicines in accordance with the school policy: Ibuprofen / Paracetamol (***please delete as appropriate***)

I will inform the school immediately, in writing, if there is any change to this consent to administer non-prescription medicines.

Parent/carer's signature: .....

Print name: .....

# Form 3: Consent form for the use of an emergency salbutamol inhaler

## Student showing symptoms of asthma / having asthma attack

1. I can confirm that my son/daughter has been diagnosed with asthma / has been prescribed an inhaler (delete as appropriate).
2. My son/daughter has a working, in-date inhaler, clearly labelled with his/her name, which he/she will bring with him/her to school every day.
3. In the event of my son/daughter displaying symptoms of asthma, and if his/her inhaler is not available or is unusable, I consent for his/her to receive salbutamol from an emergency inhaler held by the school for such emergencies.
4. I give my consent for my son/daughter's photograph to be kept on the register to allow a visual check to be made.

Signed: .....Date: .....

Name (print): .....

Student's name: .....Tutor group: .....

Parent/Carer's address and contact details:

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.....  
.....

Telephone: .....

E-mail: .....