



**The English Martyrs School and Sixth Form College**

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**School Medical Policy**

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### Policy Statement

Our school welcomes and supports children and young people (CYP) with medical and health conditions. We aim to include all CYP with medical conditions in all school activities, including off site visits, differentiated as appropriate. We recognise that some medical conditions may be defined as disabilities and consequently come under the Equalities Act 2010.

In addition to this school policy we also use the more detailed Guidance for Supporting Children and Young people with Medical Conditions in School.

We have a responsibility to plan ahead for pupils with medical conditions who may enrol for our school in the future and we do this by:

- Having some staff who have the duties of administering medicines and undertaking health care procedures written into their job descriptions.
- Ensuring other staff are aware that they may volunteer to do these duties and that they also have responsibilities in emergency situations.
- having record keeping procedures in place for administering medication
- having storage facilities in place for medication
- having identified a suitable area within school for undertaking health care procedures
- having suitable toileting facilities for CYP which are clean, safe and pleasant to use
- Having flexible policies which take into account medical conditions e.g. we do not refuse access to the toilet at any time to any CYP with a medical condition that requires this.
- appointing a member of staff to be our Named Person for medical needs
- following the guidance provided the relevant bodies

## Emergencies

We are aware that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood.

We have a procedure in place for dealing with emergencies and all staff know they have a duty to take swift action. The Headteacher ensures that all staff feel confident in knowing what to do in an emergency. Details of how to call an ambulance are clearly. This procedure is supplied to staff and discussed annual at staff meetings.

If a student needs to be taken to hospital, an ambulance will be called and, if parents are not available, a member of staff will accompany. School will phone the parents/carer to meet the ambulance at hospital. The member of staff will stay with the student until a parent/carer arrives. Health professionals are responsible for any decisions on medical treatment in the absence of a parent.

Staff will not take a student to hospital in their own car unless it is an absolute necessity and never unaccompanied.

## First Aiders

We have trained first aiders on site at all times throughout the school day who are aware of the most common serious medical conditions at this school. All PE teachers are first aid trained. Training is refreshed prior to the expiry of certificates. The school has a Health and Safety Policy that staff are expected to follow.

The school will follow the following procedure when advised of a medical condition -

1. Seek further information from parents and health professionals
2. Determine whether an Individual healthcare plan or a risk assessment is required
3. Arrange a meeting to develop the Individual health care plan
4. Arrange any staff training
5. Implement and monitor Individual healthcare plan
6. Notify key staff and update systems.

## Staff Training

Staff who support students with specific medical conditions must receive additional training from a registered health professional. Training requirements are determined via Individual healthcare plans. The **Headteacher** is responsible for ensuring staff are suitably trained by liaising with the relevant healthcare professional. Any member of staff who is trained but feels unable to carry out these duties competently (for example due to having an injury/condition themselves or due to further training being required) must report this as soon as possible to the **Headteacher** who will make appropriate arrangements.

The school office keeps a training record and ensures training is refreshed as appropriate. The school will determine the competency of a member of staff in undertaking specific procedures.

Staff must not give prescription medicines or undertake healthcare procedures without appropriate training. In some cases written instructions from the parent or on the medication container dispensed by the pharmacist is sufficient.

**The Headteacher / named person** is responsible for ensuring that all **relevant** staff will be made aware of a student condition as soon as possible.

Any supply teachers / covering staff will be informed, as appropriate by way of short term induction should they be teaching any students will medical needs.

Students with Individual Healthcare Plans have staff named in their plan who have been trained to undertake the procedures in the plan. The Headteacher ensures there are enough staff named to cover for absences and to allow for staff turnover.

### **Administration of Medication at School**

Wherever possible we allow students to carry their own medicines and relevant devices and where student self-administer we will provide supervision as appropriate.

- We will only administer medication at school when it is essential to do so and where not to do so would be detrimental to a student's health.
- We will only accept medication that has been **prescribed** by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- We will only accept **non prescribed** medication if it is included in an Individual Healthcare Plan **or** if we have a written procedure in place for that type of medication which has been authorised by our insurance.
- We will not give **Aspirin** to any student under 16 unless it is prescribed
- We only give medication when we have written parental permission to do so.
- Medication including controlled drugs are stored in the First Aid Room
- Students who do not carry and administer their own medication know where it is stored and how to readily access it.

### **Administration of Medication - General**

All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a student taking medication unless they have been specifically contracted to do so or it is in their job description.

For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to pupils but only with a parent's written consent and that they are aware of the recording and reporting procedures.

Some medicines require staff to receive specific training on how to administer it from a registered health professional.

### **Students who can manage their own needs**

We encourage all students to manage as much of their own needs as is appropriate. The Headteacher will authorise after discussion with parents whether a student is competent to manage their own medicine and procedures. Where a student has been recently diagnosed, or has an additional disability/condition e.g. visual impairment, we support them to gradually take on more of their own care, over time, as appropriate with the aim of them becoming as independent as possible.

We aim for our students to feel confident in the support they receive from us to help them do this.

### **External Visits**

Staff organising school trips ensure:

- They plan well in advance.
- They seek information about any medical / health care needs which may require management during a school trip. This is specifically relevant for residential visits when a student may require medication / procedures that they would not normally require during the daytime.
- That any medication, equipment, health care plans are taken with them and kept secure during the trip.
- They do a risk assessment which includes how medical conditions will be managed on the trip. Staff are aware that some students may require an individual risk assessment due to the nature of their medical condition.

### **Safe Storage – General**

The First Aid representatives ensures

- The correct storage of medication at school. Some medications need to be refrigerated. These are stored in a clearly labelled airtight container in the fridge located in the First Aid Office. This area is

inaccessible to unsupervised students.

- The expiry dates for all medication stored at school are checked each term and informs parents by letter in advance of the medication expiring.

### **Refusal**

If a student refuses to take their medication school staff will note this on the administration of medication record. Parent/s will be informed as soon as is reasonably possible so that they can make alternative arrangements.

### **Accepting Medicines**

The Pastoral Manager along with the parent/s, ensures that all medication brought into school is clearly labelled with the students name, the name and dose of medication and the frequency of dose. It must be in the original, full packaging containing the accompanying information leaflet.

Wherever possible medicines should be passed from the parent to the school office to take these administrative records.

### **Safe Disposal**

Parents are asked to collect out of date medication. If parents do not collect out of date medication, it is taken to a local pharmacy for safe disposal. Disposal of medication is recorded on the administration of medication record.

### **Record Keeping**

The following records are kept in school

<b>Name of record</b>	<b>Location of record</b>	<b>Who completes it</b>	<b>Who quality assures it &amp; how often</b>
Whole school administration of medication record			
Individual administration of medication record - for CYP who have frequent & regular medication			
Staff training log – including first aid			
School Medical Register			

All these records will be kept securely and in accordance with our schools Records Retention and Disposal Schedule. All electronic records will be password protected.

### **Enrolment Forms**

We ask on our enrolment form if a student has any medical /health conditions and again at regular times.

### **Individual Health Care Plans**

For students with more complex medical needs we use Individual healthcare plans to record important details. Individual healthcare plans are held on their student file in accordance with data protection. They are updated when and if there are significant changes and also annually reviewed with parents and health care professionals.

Individual Healthcare Plans are shared on a need to know basis with staff who are directly involved with implementing them.

The Special Educational Needs representative is responsible for ensuring any Individual healthcare plans are developed and responsible for checking Individual Healthcare plans on an annual basis to ensure they are up to date and being implemented correctly.

### **School Medical Register**

We keep a centralised register of students with medical needs. The Special Educational Needs representative has responsibility for keeping the register up to date.

### **Asthma**

School staff are aware that, although it is a relatively common condition, asthma can develop into a life threatening situation.

We have a generic asthma plan in place in school which details how asthma attacks are managed. This plan is displayed in prominent locations in school.

Students who have asthma will not have an Individual Healthcare Plan unless their condition is severe or complicated with further medical conditions.

The Headteacher and Governing body have chosen to keep emergency Salbutamol inhalers and spacers in school for use by students who have a diagnosis of asthma and whose parent/s have given us written permission for their child to use it. This would be in rare circumstances where an inhaler has become lost or unusable. Parents are informed by standard letter if their child has used the schools emergency inhaler.

The Pastoral Managers are responsible for managing the stock of the emergency school Salbutamol inhalers.

The emergency salbutamol inhalers will be kept ..... Along with a register of CYP whose parent/s has given permission for these to be used as appropriate.

The Headteacher / named person is responsible for ensuring the emergency inhalers and spacers are washed as necessary

### **School Defibrillator**

As part of our first aid equipment we have chosen to purchase a defibrillator. We have notified our local NHS ambulance service of this decision and our first aiders are trained in its use. The Head of PE is responsible for checking the unit is kept in good condition. This is done on an annual basis.

### **Working Together**

A number of people and services may be involved with a students who have a medical condition e.g. parent/s, students themselves, Healthy Child Nurse, specialist nurse, community nurse etc. We seek and fully consider advice from everyone involved in our decisions around a student's medical needs.

We work together to identify needs, identify training, draw up Individual Healthcare Plans and identify staff competency in procedures. However the Headteacher and Governing body take overall responsibility for ensuring a student's needs are met in school.

### **Headteacher's Responsibilities**

The Headteacher holds overall responsibility for the following but may delegate some of the responsibilities to a named person:

- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks.
- Liaise between interested parties including student, school staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, parents and governors.
- Ensure the policy is put into action, with good communication of the policy to all.
- Ensure every aspect of the policy is maintained.
- Ensure information held by the school is accurate and up to date and that there are good information sharing systems in place using Individual Healthcare plans.
- Ensure student confidentiality.
- Assess the training and development needs of staff and arrange for them to be met.
- Provide/arrange provision of regular training for school staff in managing the most common medical conditions in school.
- Ensure all supply staff and new teachers know and implement the medical conditions policy.
- Update the medical policy at least once a year according to review recommendations and recent local and national guidance and legislation.
- Ensure absences due to medical needs are monitored and alternative arrangements for continuing education are in place.
- Ensure Individual Healthcare plans are completed and reviewed annually.
- Check medication held in school for expiry dates and dispose of accordingly.
- Inform parents when supply of medicine needs replenishing / disposing
- Quality assure record keeping.
- Work together to quality assure staff competency in specific procedures.
- Regularly remind staff of the school medical policy and procedures.

### **School Staff Responsibilities**

All 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 and implement the medical policy.
- Know which students in their care have a medical condition.
- 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 trip or out of the classroom e.g. to the field for PE
- Be aware of students with medical conditions who may be experiencing bullying or need extra social support.
- 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 Responsibilities**

Teachers at this school 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 needed.
- Liaise with parents, healthcare professionals and special educational needs co-ordinator if a student is falling behind with their work because of their condition.

### **First Aiders Responsibilities**

First aiders at this school have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school.
- When necessary ensure that an ambulance or other professional medical help is called.
- Check the contents of first aid kits and replenish as necessary.

### **SENDCO Responsibilities**

The SEND Co-Ordinator has a responsibility to:

- Help update the school's medical condition 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 CYP needs special consideration or access arrangements in exams or coursework.

### **Students Responsibilities**

Students have a responsibility to:

- Treat other students with and without a medical condition equally.
- Tell their parents, teacher or nearest staff member when they or another student is not feeling well. We remind all students of this on an annual basis in assembly.
- Treat all medication with respect.
- Know how to gain access to their medication, including emergency medication
- Ensure a member of staff is called in an emergency situation

### **Parental Responsibilities**

Parents are expected to support their child by:

- Informing school if their child has or develops a medical condition
- Immediately informing (the school office) in writing if there are any changes to their child's condition or medication.
- Ensuring that their emergency representative is contactable at all times.
- Administering medication out of school hours wherever possible.
- Undertaking health care procedures out of school hours wherever possible.
- Ensuring they supply school with correctly labelled in date medication.
- Contributing to the writing of individual health care plans or intimate personal care plans as appropriate.
- Completing the necessary paperwork e.g. request for administration of medication.
- Collecting any out of date or unused medicine from school for disposal.
- Keeping their child at home if they are not well enough to attend school or infectious to other people.
- 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.

Parents who do not provide this support should be aware that we may not be able to fully support their student's medical condition in school.

### **School Procedure on Being Notified of a Students Medical Condition**

Notification of a student's medical condition may come via a number of routes e.g. by parents, nurse, admission forms, Social Worker.

Whatever the route the **SENDCo or Pastoral Manager** must be informed as soon as possible.

They must then:

- Seek further information about the condition
- Determine with the support of parents and relevant health professional whether an Individual Healthcare Plan is required
- Identify any medication / health care procedures needed
- Identify any aspects of a student's care they can manage themselves
- Identify which staff will be involved in supporting the student
- Identify what, if any, training is needed, who will provide this and when
- Identify which staff need to know the details of the student's medical condition and inform them as appropriate
- Ensure written permission is received from the parent(s) for any administration of medication

### **Unacceptable Practice**

School staff use their discretion about individual cases and refer to a student's Individual Healthcare Plan, where they have one, however; it is not generally acceptable to:

- Prevent students from accessing their inhalers or other medication
- Assume every student with the same condition requires the same treatment
- Ignore the views of the student and their parents
- Ignore medical evidence or opinion although this may be challenged
- Send students with medical conditions home frequently or prevent them from staying for normal school activities e.g. lunch unless it is specified in the student's Individual Healthcare Plan
- Send an ill student to the school office or medical room without a suitable person to accompany them
- Penalise students for their attendance record if their absences relate to their medical condition e.g. hospital appointments
- Prevent pupils from drinking, eating or taking toilet breaks whenever they need in order to manage their medical condition
- Require parents, or otherwise make them feel obliged to come into school to provide medical support to their child, including toileting issues and manual handling issues
- Prevent students from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips e.g. by requiring the parent to accompany the student.

### **Data Protection**

We will only share information about a student's medical condition with those staff who have a role to play in supporting their needs. In some cases e.g. allergic reactions it may be appropriate for the whole school to be aware of the needs. In other cases e.g. toileting issues, only certain staff involved need to be aware. We will ensure we have written parental permission to share any medical information.

### **School Environment**

We will ensure that we make reasonable adjustments to be favourable to students with medical conditions. This

includes the physical environment, as well as social, sporting and educational activities.

### **Physical Environment**

We have an accessibility plan which outlines how we aim to develop our facilities and staffing to meet potential future health care needs e.g. improved physical access, improved toilet facilities.

### **Education and Learning**

We ensure that students with medical conditions can participate as fully as possible in all aspects of the curriculum and ensure appropriate adjustments and extra support are provided. Teachers and support staff are made aware of students in their care who have been advised to avoid or take special precautions with particular activities. We ensure teachers are aware of the potential triggers for pupils' medical conditions when exercising and how to minimise these triggers.

All Staff are aware of the potential for students with medical conditions to have special educational needs (SEN). The school's SEN Co-ordinator consults the student, parents and pupil's healthcare professional to ensure the effect of the student's condition on their schoolwork is properly considered.

### **Insurance**

The Headteacher is responsible for ensuring staff are insured to carry out health care procedures and administer medication. Additional insurance may need to be taken out for specific procedures and the Headteacher will ensure relevant staff are able to access a copy of the insurance policy.

### **Complaints**

For details on how to make a complaint around medical issues in school please follow our school complaints procedure available from the school office or on the schools website.

### **Home to School Transport**

Parents are responsible for informing SEN transport or Integrated Passenger transport if their child has a medical need that they may require assistance with during the journey to and from school.

### **Dignity and Privacy**

At all times we aim to respect the dignity and privacy of all with medical conditions we do this by only sharing information with those who have a role in directly supporting the student's needs.

We are considerate when giving and supervising medication and managing health care needs.

### **Distribution of the School Medical Policy**

**Parents** are informed about this school medical policy:

- At the start of the school year
- In the school newsletter at intervals in the school year
- When their child is enrolled as a new pupil
- Via the school's website, where it is available all year round

**School staff** are informed and reminded about this policy (delete as appropriate)

- Via online school medical register
- At scheduled medical conditions training / school training days whole school staff meetings

**The Local Governing Body** should review this policy annually