

## HAZEL OAK SCHOOL

### Policy for Medical Conditions in School

Hazel Oak School is an inclusive community that welcomes and supports pupils with medical conditions.

This school provides all pupils with any medical condition the same opportunities as others at school.

We will help to ensure they can:

- be healthy
- stay safe
- enjoy and achieve
- make a positive contribution
- achieve economic wellbeing once they left school.

The school makes sure all staff understand their duty of care to children and young people in the event of an emergency.

All staff feel confident in knowing what to do in an emergency.

This school understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed or misunderstood.

This school understands the importance of medication and care being taken as directed by healthcare professionals and parents.

All staff understand the medical conditions that affect pupils at this school. Staff receive training on the impact medical conditions can have on pupils.

The named member of school staff responsible for this medical conditions policy and its implementation is the Head Teacher, Debbie Jenkins. From January 2017 the Head Teacher will be Andy Simms and he will assume this responsibility.

This policy describes the essential criteria for how the school can meet the needs of children and young people with long-term conditions and short term medical needs. It should be read alongside Solihull's 'The Administration of Medicines in Schools and Settings: A Policy Document (6<sup>th</sup> Edition, 2015) and 'Supporting pupils at school with medical conditions: Statutory guidance for governing bodies of maintained schools and proprietors of academies in England', DfE 2014.

This policy will be reviewed every two years and is next due to be reviewed in **September 2018**.

**This school is an inclusive community that supports and welcomes pupils with medical conditions.**

- This school is welcoming and supportive of pupils with medical conditions. It provides children with medical conditions with the same opportunities and access to activities (both school based and out-of-school) as other pupils. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.
- This school will listen to the views of pupils and parents.
- Pupils and parents feel confident in the care they receive from this school and the level of that care meets their needs.
- Staff understand the medical conditions of pupils at this school and that they may be serious, adversely affecting a child's quality of life and impact on their ability to learn.
- All staff understand their duty of care to children and young people and know what to do in the event of an emergency.
- The whole school and local health community understand and support the medical conditions policy.
- This school understands that all children with the same medical condition will not have the same needs.
- The school recognises that duties in the Children and Families Act and the Equality Act relate to children with disability or medical conditions.

**This school's medical conditions policy is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings.**

- Stakeholders include Parents and Carers, Staff, Governors, Health professionals, Social Care and any other individual who plays a role in the life of the child.

**The medical conditions policy is supported by a clear communication plan for staff, parents/carers and other key stakeholders to ensure its full implementation.**

- Pupils, parents, relevant local healthcare staff, and other external stakeholders are informed of and reminded about the medical conditions policy through clear communication channels for example:
  - School website
  - School newsletter
  - Regular communication by phone/letter
  - Face to face conversations
  - meetings

**All staff understand and are trained in what to do in an emergency for children with medical conditions at this school.**

- All school staff, including temporary or supply staff, are aware of the medical conditions at this school and understand their duty of care to pupils in an emergency.
- All staff receive training in what to do in an emergency and this is refreshed at least once a year.

- All children with a medical condition at this school have an individual healthcare plan (IHP), which explains what help they need in an emergency. The IHP will accompany a pupil should they need to attend hospital. Parental permission will be sought and recorded in the IHP for sharing the IHP within emergency care settings.

**All staff understand and are trained in the school's general emergency procedures.**

- All staff, including temporary or supply staff, know what action to take in an emergency and receive updates at least yearly.
- If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car.

**This school has clear guidance on providing care and support and administering medication at school.**

- This school understands the importance of medication being taken and care received as detailed in the pupil's IHP.
- This school will make sure that there are several members of staff who have been trained to administer the medication and meet the care needs of an individual child. This includes escort staff for home to school transport if necessary. This school will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies. This school's governing body has made sure that there is the appropriate level of insurance and liability cover in place. SMBC fully indemnifies its staff (maintained schools) against claims for alleged negligence, providing they are acting within the scope of their employment and have been provided with appropriate training.
- This school will not give medication (prescription or non-prescription) to a child under 16 without a parent's written consent except in exceptional circumstances, and every effort will be made to encourage the pupil to involve their parent, while respecting their confidentiality.
- When administering medication, for example pain relief, this school will check the maximum dosage and when the previous dose was given. Parents will be informed. This school will not give a pupil under 16 aspirin unless prescribed by a doctor.
- This school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays, unless there are exceptional circumstances identified through the risk assessment.
- This school will not 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.
- Parents at this school understand that they should let the school know immediately if their child's needs change.
- If a pupil misuses their medication, or anyone else's, their parent is informed as soon as possible and the school's managing substance related incidents/behaviour/disciplinary procedures are followed.

### **This school has clear guidance on the storage of medication and equipment at school.**

- This school makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities. Pupils may carry their emergency medication with them if they wish/this is appropriate and a pupil demonstrates understanding and safe practice. Emergency medication/equipment is stored in the medical room, clearly labelled, and staff know how to access this in an emergency.
- Pupils may carry their own medication/equipment **if parents and staff consider them to be competent**, or they should know exactly where to access it.
- Hazel Oak School keeps controlled drugs stored securely, but accessibly, with only named staff having access. Staff at this school can administer a controlled drug to a pupil once they have had specialist training.
- This school will make sure that all medication is stored safely, and that pupils with medical conditions know where they are at all times and have access to them immediately. Medication will either be stored in the medical cabinet, located in the medical room, or in a locked medical cabinet in the classroom.
- This school will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.
- Parents are asked to collect all long-term medications/equipment at the end of the school term, and to provide new and in-date medication at the start of each term. Once a course of short-term medication is completed, it should be collected by parents to dispose of appropriately.
- This school disposes of needles and other sharps by use of a sharps box. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of appropriately by parents.

### **This school has clear guidance about record keeping.**

- Parents at this school are asked if their child has any medical conditions as part of the admission process and this information is recorded on the admissions form.
- This school uses an IHP (Individual Health Care Plan) to record the support an individual pupil needs around their medical condition. The IHP is developed with the pupil (where appropriate), parent, school staff, specialist nurse (where appropriate) and relevant healthcare services.
- This school has a centralised register of IHPs, and an identified member of staff has the responsibility for this register.
- IHPs are regularly reviewed, at least every year or whenever the pupil's needs change.
- The pupil (where appropriate), parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHP. Other school staff are made aware of and have access to the IHP for the pupils in their care.
- This school makes sure that the pupil's confidentiality is protected.

- This school seeks permission from parents before sharing any medical information with any other party.
- This school meets with the pupil (where appropriate), parent, specialist nurse (where appropriate) and relevant healthcare services prior to any overnight or extended day visit to discuss and make a plan for any extra care requirements that may be needed. This is recorded in the pupil's IHP which accompanies them on the visit.
- This school keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.
- This school makes sure that all staff providing support to a pupil have received suitable training and on-going support, to make sure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's IHP. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or the parent. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence, and this school keeps an up-to-date record of all training undertaken and by whom.

**This school ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.**

- This school is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. This school is also committed to an accessible physical environment for out-of-school activities.
- This school makes sure the needs of pupils with medical conditions are adequately considered to ensure their involvement in structured and unstructured activities, extended school activities and residential visits.
- All staff are aware of the potential social problems that pupils with medical conditions may experience and use this knowledge, alongside the school's bullying policy, to help prevent and deal with any problems. They use opportunities such as PSHE and science lessons to raise awareness of medical conditions to help promote a positive environment.
- This school understands the importance of all pupils taking part in physical activity and that all relevant staff make appropriate adjustments to physical activity sessions to make sure they are accessible to all pupils. This includes out-of-school clubs and team sports.
- This school understands that all relevant staff are aware that pupils should not be forced to take part in activities if they are unwell. They should also be aware of pupils who have been advised to avoid/take special precautions during activity, and the potential triggers for a pupil's medical condition when exercising and how to minimise these.
- This school makes sure that pupils have the appropriate medication/equipment/food with them during physical activity.

- This school makes sure that pupils with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided.
- All school staff understand that frequent absences, or symptoms, such as limited concentration and frequent tiredness, may be due to a pupil's medical condition. This school will not penalise pupils for their attendance if their absences relate to their medical condition.
- This school will refer pupils with medical conditions who are finding it difficult to keep up educationally to the Inclusion and Access team who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.
- All pupils at this school learn about what to do in an emergency. This may involve asking for help from a member of staff.
- This school makes sure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of pupils with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required.

**This school is aware of the common triggers that can make common medical conditions worse or can bring on an emergency.**

This school is committed to identifying and reducing triggers both at school and on out-of-school visits.

- School staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers. It has a list of the triggers for pupils with medical conditions at this school and every step is taken to reduce exposure to these triggers.
- The IHP details an individual pupil's triggers and details how to make sure the pupil remains safe throughout the whole school day and on out-of-school activities. Risk assessments are carried out on all out-of-school activities, taking into account the needs of pupils with medical needs.
- This school reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

**Each member of the school and health community knows their roles and responsibilities in maintaining and implementing an effective medical conditions policy.**

- This school works in partnership with all relevant parties including the pupil (where appropriate), parent, school's governing body, all school staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
- The roles and responsibilities for all relevant parties are:  
 Head teacher – ensuring policy is in place and put in to practice.  
 Governors – ensuring legal responsibilities are met.  
 Teachers and other staff – following agreed medical policy and procedures and following individual care plans.  
 School nurse – liaising with parents to ensure IHPs are up to date, and sharing any new information with the school.  
 Parents – ensuring that the school is kept informed about their child's individual medical/care needs.

**The medical conditions policy is regularly reviewed, evaluated and updated. Updates are produced every year.**

- In evaluating the policy, this school seeks feedback from key stakeholders including pupils, parents, school healthcare professionals, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services, governors and the school employer. The views of pupils with medical conditions are central to the evaluation process.

## **Appendices**

Medical Consent form and accompanying letter

Dear Parent/Carer

**Re: Medication in School**

Our procedures have been revised in accordance with 'THE ADMINISTRATION OF MEDICINES IN SCHOOLS' (6<sup>th</sup> edition, 2015), Solihull NHS Care Trust. Please note the following:

1. Medicine can only be given in school if it has been prescribed by a doctor and you have given consent (see 3)
2. Any medicine sent in to school **must** be in its original container, with a **pharmacy label** showing:
  - Your child's name
  - Name and strength of medicine
  - Dose or amount to be given
  - Any other instructions e.g. with food
  - Please note - a label saying "give as directed" **is not acceptable**; you can show this letter to your doctor or pharmacist if needed
  - Any medication which is only required to be administered once or twice a day should not be sent in to school.
3. Medicine can only be given if we have a signed consent form. Please ensure you fill in all the relevant details including:
  - The name of the medicine
  - The dose to be given – include strength and number of tablets e.g. 1 x 2mg
  - When the medicine needs to be given. Medicines are usually administered at lunchtimes to avoid disruption to learning so please state clearly if there is a specific time not within the lunchtime period.
  - How the medicine needs to be given e.g. with water, diluted, from a spoon
4. Please do not send in any over the counter medicines including cough and cold remedies, lozenges, skin creams
5. Paracetamol can only be administered if a supply is sent into school, clearly labelled with your child's name, and with a completed consent form. We are not able to administer either aspirin, paracetamol or ibuprofen to any pupil under 16 unless this has been prescribed by a doctor.
6. The school reserves the right to refuse to administer medication if correct procedures have not been followed.

Thank you for your co-operation.

Yours sincerely

Mrs D Jenkins

**Head Teacher**

**APPENDIX 2**

**HAZEL OAK SCHOOL - Consent Form to Administer Medicines**

**The school will not give any medication unless this form is completed and signed.**

Dear Head Teacher

I request and authorise that my child \*be given/gives himself/herself the following medication: (\*delete as appropriate)

<b>Name of child</b>		<b>Date of Birth</b>	
<b>Address</b>			
<b>Daytime Tel no(s)</b>			
<b>Class</b>			
<b>Name of Medicine:</b>			
<b>Special precautions e.g. take after eating</b>			
<b>Are there any side effects that the school/setting needs to know about?</b>			
<b>Time of Dose</b>		<b>Dose</b>	
<b>Start Date</b>		<b>Finish Date</b>	

This medication has been prescribed for my child by the GP/other appropriate medical professional whom you may contact for verification.

<b>Name of medical professional:</b>	
<b>Contact telephone number:</b>	

**I confirm that:**

- It is necessary to give this medication during the school/setting day
- I agree to collect it at the end of the **day/week/half term** (delete as appropriate)
- This medicine has been given without adverse effect in the past.
- The medication is in the original container indicating the contents, dosage and child's full name and is within its expiry date.

<b>Signed (parent/carer)</b>		<b>Date</b>	
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