



Medical Policy

Statement of Principles

Haslingden High School is a fully inclusive community in which we believe that all students and staff have the right to learn and work in an environment where they feel safe and their individual needs are supported.

Our 8 school expectations are based on mutual respect and we aim to provide a safe, caring and supportive environment in which our students learn effectively, improve their life chances, maximise their potential and fulfill our aim of 'Achievement for All.' We welcome students and staff with medical needs and aim to facilitate full access to and enjoyment of all aspects of school life for all.

Children and young people with medical conditions are entitled to a full education and have the same rights of admission to school as other children. This means that no child with a medical condition will be denied admission or prevented from taking up a place in our school because arrangements for their medical condition have not been made. However, in line with our safeguarding duties, we must ensure that pupils' health is not put at unnecessary risk from, for example, infectious diseases. We therefore may consider not accepting a child in school at times where it would be detrimental to the health of that child or others to do so.

Purpose:

- To fulfil the governors' duty of care to students and staff
- To give all members of our school community confidence in our ability to offer an effective level of support for those with specific medical needs.
- To maintain the ethos of Haslingden High School

In order for this to be achieved:

- Students with medical conditions are encouraged to take control of their condition and must feel confident in the support they receive from school to help them to achieve this.
- Parents / carers need to feel secure in the care their children receive at school.
- Parents/carers have the prime responsibility for their child's health and should provide school with information about their child's medical condition(s).
- Staff understand their duty of care to students in the event of an emergency and know what to do in a medical emergency.
- Staff have knowledge of the common medical conditions affecting students at our school.
- The policy is understood and supported by the whole school community.

This Policy supports the work of the school in recognising that many medical needs and conditions are highly individualised, may affect a student's ability to learn, their quality of life and indeed may be life threatening. It has been developed in partnership with all interested and relevant parties including the school's governing body, school staff, parents/carers, healthcare professionals and students and with reference to the following documents:

'Supporting pupils at school with medical conditions' (DfE 2015 – Last updated 16th August 2017) – Statutory guidance and Non-Statutory Advice.

'Medical Conditions at School (Health Conditions in Schools Alliance)

'Medicine Safety and other health related topics: a guidance Document for Services Working with Children and Young People' produced by Lancashire County Council.

ROLES AND RESPONSIBILITIES:

The Governing Body:

- Establishes, in consultation with the headteacher, staff and parents, the Medical Policy and keeps it under review. It ensures that it is communicated to students and parents, and where relevant to external agencies, is non-discriminatory and that expectations are clear. Governors support the school in providing high standards of care.

The Headteacher has a responsibility to:

- Designate a key person (Deputy Headteacher Care, Guidance and Support) to oversee the overall implementation of the Policy;
- Ensure the policy promotes inclusion and is in line with local and national guidance;
- Ensure liaison between interested parties;
- Ensure the policy is put into action and communicated to all concerned, and that information sharing systems regarding Individual Healthcare Plans are effective;
- Ensure student confidentiality within the remit of the Confidentiality Policy;
- Assess, and address as appropriate, the training and development needs of staff;
- Ensure staff, including new staff, understand the Medical Policy;
- Monitor and review the policy regularly and update it in accordance with review recommendations and recent local and national guidance and legislation;

Parents/ carers have a responsibility to:

- Inform the school if their child has a medical condition
- Assist with the Individual healthcare Plan and ensure it is accurate and up to date;
- Work with the school to reach agreement on our role in supporting their child;
- Inform the school about medication their child needs during school hours;
- Inform the school of any medication or additional assistance their child needs while taking part in activities out of school;
- Tell the school about any changes to their child's condition / medication;
- Follow the Storage of Prescribed Medication procedures (later in this document) if appropriate;
- Provide confirmation from a health professional of their child's fitness to attend school, if requested to do so by the school

Students have a responsibility to:

- Tell a member of staff if they are not feeling well in school;
- Treat all medication with respect;
- Know how to gain access to their own medication in an emergency;
- Know how to take their own medication and take it accordingly;
- Ensure a member of staff is called in any emergency situation;
- Support any other student who is not well

All staff with responsibility for students should:

- Understand the school's Medical Policy
- Know which students in their care have a medical condition and be familiar with their Individual Healthcare Plan if appropriate
- Be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency;
- Know the school's Ambulance Request Guidelines;
- Ensure students who carry their medication have it with them when they go on a school visit;
- Allow students to have access to their emergency medication if needed;
- Ensure students with medical conditions are included in activities as far as practicable
- Be aware that medical conditions can affect a student's learning, provide extra help as appropriate in order for students to catch up on work missed;
- Liaise with parent/ carer via HOY if a student is falling behind with their work because of their medical condition;

Staff with first aid training have a responsibility to:

- Assist casualties with common injuries or illnesses;
- When necessary, ensure that an ambulance or other professional medical help is called in line with the ambulance procedures contained later in this policy.

Training:

The school will ensure that appropriate training on aspects of medical issues, emergency procedures and inclusive practice is provided to support the implementation of the policy.

Involvement with outside agencies:

The school works positively with outside agencies. It seeks support from them to ensure that the needs of all students are met by utilising the range of external support available.

Review:

The headteacher, in consultation with the staff, will monitor and review the Medical Policy and procedures and evaluate them to ensure that the operation is effective, fair and consistent. The headteacher will keep the Governing Body informed.

The policy and procedures will be reviewed regularly to ensure their continuing appropriateness and effectiveness. The review will take place in consultation with the headteacher, Governing Body, staff and focus groups.

MEDICAL POLICY PROCEDURES

The following procedures make the school's provision clear to stakeholders and have a clear rationale which is shared with staff, students and parents. The procedures will be consistently followed, with regard to individual circumstances, and promote the idea of personal responsibility and that every member of the school has a responsibility towards the whole community

- Parents / carers and students are informed about the policy: by including it on the school's website, when communication is sent out about Individual Healthcare Plans and when their child joins the school.
- School staff have access to the policy via the Staff Handbook folder. They are informed about the policy: through updates at INSET sessions and when staff join the school
- Staff are made aware of our students' most common serious medical conditions: diabetes, epilepsy, asthma, anaphylaxis
- Staff understand that their duty of care to students in the event of an emergency is to act like any reasonably prudent parent, which may in exceptional circumstances extend to administering medication.
- The school has an Individual Healthcare plan overview document accessible to all staff. This contains individual student photos, DoB, medical condition, medication and storage arrangements, emergency action and contact information. This is available in the school office, on student reception and is shared with staff via the Medical Conditions App. on all staff iPads.
- Students with serious food allergies are notified to the staff in the canteen via the cashless system screen alerts
- The School Nurse team is consulted on Individual Healthcare plans and their implementation.

In the event of a Medical issue/Emergency:

In the event of a medical issue the member of staff must immediately notify student services so a support member of staff and first aider can be sent to assist. This can be done by sending a student, by phone or by the support APP. but unless it is absolutely unavoidable the casualty must not be left unattended.

- Student services officer will then contact the Support member of staff and refer to SIMS headline information to check for ALERTS as well as Individual Healthcare Plan. Support staff are briefed on the situation and will take any relevant medication with them.
- If an emergency ambulance is required this is called immediately.
- Depending on the circumstance a First aider or defibrillator trained member of staff is called to attend with the Support colleague. The defibrillator is taken to the casualty.
- A copy of the student's Individual Healthcare Plan is available on the APP. but is also sent to the emergency care setting.
- Parents/carers/next of kin are contacted
(See Ambulance request procedures below)

Staff understand and are trained in the school's general emergency procedures.

Ambulance request procedures

- If an ambulance is required to attend school in an emergency, the call should usually be made by our Student Services Officer (ext 262).
- The ambulance may be called by any other member of staff if they feel the situation is urgent and any time delay may have an adverse effect on the student's/adult's condition or if extra advice from the ambulance service is urgently required. If another member of staff makes the emergency call, they **must** immediately contact Student Services Officer.
- Student Services Officer(or the member of staff making the call) will give the emergency services details of the best route by which the casualty can be reached.
- Student Services Officer will advise main reception to contact parent/carer to inform them of their child's condition and what action has been taken. In the case of a member of staff, Student Services Officer will notify Kay Turner(Headteachers PA) or Julie Langham (School Business Manager) to arrange contact with next of kin if the casualty is unable to do so.
- Parent/carer or next of kin will be asked to go to main reception where they will be met by a member of staff who will escort them to the casualty, unless it is more expedient for them to meet the casualty at the hospital.
- If a child needs to be taken to hospital, staff will stay with the child until the parent arrives, or accompany a child taken to hospital by ambulance if the parent/carer is unavailable.
- When Student Services Officer is notified of the emergency, any stored medication, the student's Individual Healthcare Plan (if applicable) a mobile phone and the defibrillator will be sent to the casualty's location.
- The Individual Healthcare Plan may also be of use to the paramedics on their arrival.

Administration of medication at school.

Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

- No child under 16 should be given prescription or non-prescription medicines without their parent's written consent. – *except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents. In such cases, every effort should be made to encourage the child or young person to involve their parents while respecting their right to confidentiality.*
- Aspirin will not be given to children under 16 unless prescribed by a doctor. Medication, eg for pain relief, will not be administered without the express permission of parents/carers. Students will be asked when if any previous dose was taken and maximum dosages checked.
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.
- After discussion with parents, children who are competent should be encouraged to take responsibility for managing their own medicines and procedures.
- Wherever possible, children should be allowed to carry their own medicines and relevant devices or should be able to access their medicines for self-medication quickly and easily. As far as is practicable, the smallest possible dose of medicine should be brought into school.
- Children who can take their medicines themselves or manage procedures may require an appropriate level of supervision. If it is not appropriate for a child to self-manage, relevant staff should help to administer medicines and manage procedures for them.
- Parents of students with long term medication needs must liaise with the appropriate Head of Year who will in turn make arrangements with student services if their child needs assistance or supervision in administering medication.
- Parents / carers must understand that if their child's medication changes or is discontinued, they should inform school immediately.

- 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.
- Training is given to all staff members who agree to administer medication to students, where specific training is needed. The LA provides full indemnity.
- Staff leading off-site visits are aware of any students with medical conditions through the Individual Healthcare Plans, a check of the school information system and parental permission forms (3A and 3B). These contain up to date medical information and are signed and dated.
- If a student misuses medication, either their own or another student's, parent/carer is informed and the school's usual disciplinary procedures apply.

Storage of prescribed medication in school.

Parents must complete a storage of medication form before medication will be accepted by school.

- School will only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist (specifically for the student) and include instructions for administration, dosage and storage.
- If a student's emergency medication needs to be stored in school, it will be kept safely in the school office and be readily available during the school day or at off-site activities. Prescribed medicines will be placed in a zip wallet / lidded box bearing the child's name and containing the Storage of Medication Form.
- Students are informed where their medication is stored and are able to access it quickly if necessary.
- Medicines and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens should be always readily available and not locked away.
- Students may carry their own emergency medication but must keep their medication securely.
- Whilst it is the parent/carer's responsibility to ensure medication is in date, Student Services Officer checks the expiry dates on a half-termly basis for all medication stored in school and notifies parents/carers when medication is about to expire. Records are kept of this and a list of medication expiry dates is kept at student reception.
- Medication is stored according to instructions, refrigerated if necessary. When no longer required, medicines will be returned to the parent to arrange for safe disposal.
- Sharps boxes are used for the disposal of needles where necessary. Parents/carers should obtain sharps boxes from their child's GP or paediatrician on prescription.

Controlled Drugs

- A child 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 child for use is an offence. School will otherwise keep controlled drugs that have been prescribed for a pupil securely stored in a keypad secured storage safe and only named staff will have access.
Controlled drugs will be easily accessible in an emergency. A record is kept of any doses used and the amount of the controlled drug held.
- School staff may administer a controlled drug to the child for whom it has been prescribed. Staff administering medicines should do so in accordance with the prescriber's instructions.

Record keeping.

- Admissions forms: parents are asked if their child has any health conditions or health issues, including allergies.
- A record of all medicines administered to individual children is kept, stating what, how and how much was administered, when and by whom. Any side effects of the medication to be administered at school should be noted by parents on the storage of prescribed medicines form.
- **Individual Healthcare Plans** are drawn up in partnership between the school, parents, and a relevant healthcare professional, e.g. school nurse, specialist or children's community nurse or paediatrician, who can best advise on the particular needs of the child. They record important details about individual students' medical needs at school, their triggers, signs, symptoms, medication and other treatments.
- A draft copy is sent home for student and parent to check and return to school on an annual basis or when school is informed of a change in any medical condition covered by the Individual Healthcare Plan.
- Existing Individual Healthcare Plans are sent home towards the end of each school year, in order for families to make any changes ready for September.
- Individual Healthcare Plans are used to create a central register of students with medical needs.
- Student Services Officer, working with Deputy Headteacher, has responsibility for the Individual Healthcare Plans.
- Parents are provided with a copy of the child's Individual Healthcare Plan.
- Individual Healthcare Plans are also kept in Student Services (a central location in school).
- All members of staff have access to the Individual Healthcare Plans for students in their care.
- The school ensures that all staff protect student confidentiality.