

Notley High School & Braintree Sixth Form

Supporting Students with Medical Conditions Policy

Student Outcomes and Achievement Committee

Last reviewed:	June 2017
Next review due:	June 2019
Ratified Full Governors:	June 2017
Designated Postholder:	Mrs Rachel Kelly, Deputy Headteacher

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Notley High School & Braintree Sixth Form intends to ensure that students with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance released in April 2014 and then revised in December 2015 – "Supporting students at school with medical conditions". Please see link below for statutory guidance upon which the policy has been based:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-students-at-school-with-medical-conditions.pdf

Ofsted places a clear emphasis on meeting the needs of students with SEN and disabilities and this includes children with medical conditions.

1. Key roles and responsibilities

1.1. The Local Authority (LA) is responsible for:

- 1.1.1. Promoting co-operation between relevant partners and stakeholders regarding supporting students with medical conditions.
- 1.1.2. Providing support, advice and guidance to schools and their staff.
- 1.1.3. Making alternative arrangements for the education of students who need to be out of school for fifteen days or more due to a medical condition.

1.2. The Governing Body is responsible for:

- 1.2.1. The overall implementation of the Supporting Students with Medical Conditions Policy and procedures of Notley High School & Braintree Sixth Form.
- 1.2.2. Ensuring that the Supporting Students with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 1.2.3. Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 1.2.4. Ensuring that all students with medical conditions are able to participate fully in all aspects of school life.
- 1.2.5. Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.
- 1.2.6. Guaranteeing that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.

1.2.7. Ensuring that written/electronic records are kept of any and all medicines administered to individual students and across the school population.

1.2.8. Ensuring the level of insurance in place reflects the level of risk.

1.3. The Headteacher is responsible for (and will delegate accordingly):

1.3.1. The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of Notley High School & Braintree Sixth Form.

1.3.2. Ensuring the policy is developed effectively with partner agencies.

1.3.3. Making staff aware of this policy.

1.3.4. Liaising with healthcare professionals regarding the training required for staff.

1.3.5. Making staff who need to know aware of a child's medical condition.

1.3.6. Developing Individual Health Care Plans (IHCPs).

1.3.7. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.

1.3.8. If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.

1.3.9. Ensuring the correct level of insurance is in place for teachers who support students in line with this policy.

1.3.10. Contacting the school nursing service in the case of any child who has a medical condition.

1.4. Staff members are responsible for:

1.4.1. Taking appropriate steps to support children with medical conditions.

1.4.2. Where necessary, making reasonable adjustments to include students with medical conditions into lessons.

1.4.3. Administering medication, if they have agreed to undertake that responsibility.

1.4.4. Undertaking training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility.

- 1.4.5. Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.
- 1.4.6. Members of staff who have received appropriate training are responsible for administering injections (adrenalin injectors only). See appendix 3 for details.
- 1.4.7. Mrs S Hunter (First Aid Administrator) is responsible for appropriately disposing of all out-of-date medicines as per agreement with Challis Pharmacy, 35 Masefield Road, Braintree, Essex, CM7 1AA.

1.5. School nurses are responsible for:

- 1.5.1. Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- 1.5.2. Liaising locally with lead clinicians on appropriate support.

1.6. Parents and carers are responsible for:

- 1.6.1. Keeping the school informed about any changes to their child/children's health.
- 1.6.2. Completing a parental agreement for school to administer medicine before bringing medication into school.
- 1.6.3. Providing the school with the medication their child requires and keeping it up-to-date.
- 1.6.4. Ensuring all prescription medicine is handed to the school in its original packaging, with the product information leaflet.
- 1.6.5. Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- 1.6.6. Where necessary, developing an Individual Health Care Plan (IHCP) for their child in collaboration with the SENCO, other staff members and health care professionals.

2. Definitions

- 2.1. "Medication" is defined as any prescribed or over the counter medicine.
- 2.2. "Prescription medication" is defined as any drug or device prescribed by a doctor.
- 2.3. A "staff member" is defined as any member of staff employed at Notley High School & Braintree Sixth Form, including teachers.

3. Training of staff

- 3.1. Teachers and associate staff will receive training on the Supporting Students with Medical Conditions Policy as appropriate.
- 3.2. Teachers and associate staff will receive appropriate and ongoing training as part of their development.
- 3.3. Teachers and associate staff who undertake responsibilities under this policy will receive the following training internally:
 - First Aid at Work
 - First Aid at Work Re-qualifier
 - Paediatric First Aid
 - Anaphylaxis First Aid
 - AED training
- 3.4. The clinical lead for this training is Mrs S Hunter.
- 3.5. No staff member may administer prescription medicines or undertake any health care procedures without undergoing training specific to the responsibility.
- 3.6. No staff member may administer drugs by injection unless they have received the appropriate training, except for the purpose of administering an auto-injector to a student in anaphylactic shock, when no trained staff member is available.
- 3.7. A record will be kept of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

4. The role of the child

- 4.1. Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- 4.2. Where possible, students will be allowed to carry their own devices. Their medicines will be kept securely in the medical room.
- 4.3. If students refuse to take medication or to carry out a necessary procedure, parents/carers will be informed so that alternative options can be explored.
- 4.4. Where appropriate, students will be encouraged to take their own medication under the supervision of a trained first aider, in the medical room.

5. Individual Health Care Plans (IHCPs)

- 5.1. Where necessary, an Individual Health Care Plan (IHCP) will be developed in collaboration with the student, parents/carers, Special Educational Needs Co-ordinator (SENCO) and medical professionals.
- 5.2. IHCPs will be easily accessible whilst preserving confidentiality.

5.3. IHCPs will be reviewed annually or when a child's medical circumstances change, whichever is sooner.

5.4. Where a student has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.

Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to re-integrate.

6. Medicines

6.1. Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours.

6.2. If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement for a school to administer medicine form.

6.3. No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.

6.4. Where a student is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the student to involve their parents/carers while respecting their right to confidentiality.

6.5. No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.

6.6. Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.

6.7. Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Drug and Alcohol Policy.

6.8. Medications will be stored in the Medical Room.

6.9. Any medications left over at the end of the course will be returned to the child's parents/carers. Out-of-date medication is disposed of. We have an agreement with the local pharmacy.

6.10. Written/electronic records will be kept of any medication administered to children.

6.11. Notley High School & Braintree Sixth Form cannot be held responsible for side effects that occur when medication is taken correctly.

7. Emergencies

7.1. Medical emergencies will be dealt with under the school's emergency procedures.

7.2. Where an Individual Health Care Plan (IHCP) is in place, it should detail:

- What constitutes an emergency
- What to do in an emergency

7.3. Students will be informed in general terms of what to do in an emergency such as telling a teacher.

7.4. If a student needs to be taken to hospital, a member of staff will remain with the child until their parents/carers arrive.

8. Avoiding unacceptable practice

8.1. Notley High School & Braintree Sixth Form understands that the following behaviour is unacceptable:

- Assuming that students with the same condition require the same treatment.
- Ignoring the views of the student and/or their parents/carers.
- Ignoring medical evidence or opinion.
- Sending students home frequently or preventing them from taking part in activities at school.
- Sending the student to the Medical Room or Student Services alone if they become ill.
- Penalising students with medical conditions for their attendance record where the absences relate to their condition.
- Making parents/carers feel obliged or forcing parents/carers to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

9. Insurance

9.1. Teachers who undertake responsibilities within this policy are covered by the school's insurance.

9.2. The school has in place Public Liability insurance (policy number KSC-242045-9383) with a limit of indemnity of £25,000,000 (any one claim) and also Governors Liability (Professional Indemnity cover) with a limit of £5,000,000 for any one claim.

9.3. Full written insurance policy documents are available to be viewed by members of staff who are providing support to students with medical

conditions. Those who wish to see the documents should contact the Finance & Operations Director.

10. Complaints

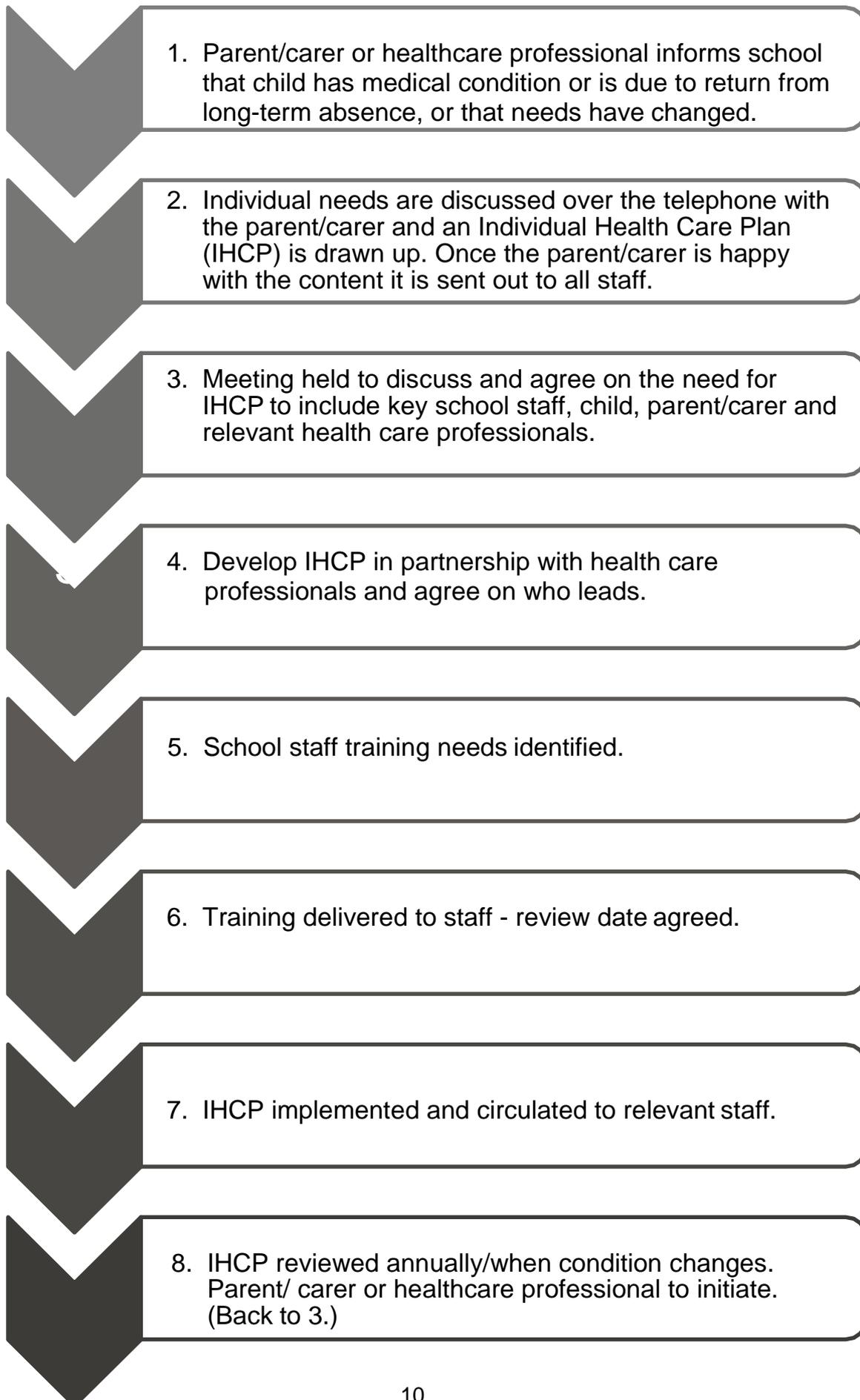
10.1. The details of how to make a complaint can be found in the Complaints Policy:

10.1.1. Stage 1 - Complaint heard by staff member

10.1.2. Stage 2 - Complaint Heard by Headteacher

10.1.3. Stage 3 – Complaint Heard by Governing Bodies' Complaints Appeal Panel (CAP)

Appendix 1 - Individual healthcare plan implementation procedure



Appendix 2

**CONFIDENTIAL
INDIVIDUAL HEALTH CARE PLAN**

Student's name:

Tutor group:

Date of birth: DD/MM/YYYY

Diagnosis or condition(s):

Description of condition:

Additional information:

Emergency information:

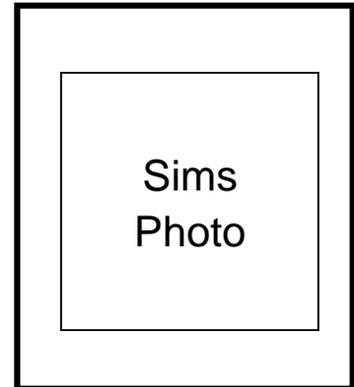
Staff actions required:

Staff MUST call for an ambulance in these circumstances clearly stating that

Minor incident information and staff action:

Daily care requirements:

Please note:



**CONFIDENTIAL
INDIVIDUAL HEALTH CARE PLAN**

Student's name:	
Tutor Group:	
Home Address:	

Parent/Carer:	(Name and relationship to child)
Contact info:	

Other contacts:	

GP:	
Community Nurse:	
Other health Professionals:	

Who is responsible for providing support in school:	
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Staff trained in administration of (specialist training info if applicable): (Including date training undertaken)	

CONFIDENTIAL
Individual Health Care
Plan (IHCP)

Student's name and tutor group

All medication taken (as of: date)

Additional info:

IHCP developed with:

I/we can confirm that this IHCP is correct as of today, and I/we accept full responsibility for informing the school of any changes/update to this plan.

I/we give consent for the school to administer medication as detailed in this plan, and will advise the school as soon as possible to any changes in this medication.

I/we give permission for my/our personal information and my/our child's medication information to be shared with external medical professionals and external agencies, i.e. hospitals.

Name:	Parent/Carer
Signature:	Date:

Medical plan review required: September YYYY

Appendix 3

NOTLEY HIGH SCHOOL & BRAINTREE SIXTH FORM

FIRST AID POLICY

First Aid Areas

Medical Room (Student Services, main school)

Sixth Form Office (Braintree Sixth Form building).

First Aiders

Medical Administrator/Primary first aider. (Key stages 3/4)

Student Support Officer (Key stage 5).

All Student Support Officers and various other members of staff as deemed necessary. Specialist training will be undertaken as deemed necessary.

Medicines

Parents/carers must inform the school of any medical conditions relating to their child, which may affect them whilst they are in school, or may require the administration of medication during school time.

All medication needs to be supplied by the parent/carer, and a medical consent form needs to be signed. Any prescription medicine must be supplied in the labelled prescription box.

Any out-of-date medicines held will be disposed of safely at the end of each half term. The school has a right to refuse to administer medication.

Individual Health Care Plan (IHCP)

Parents/carers must inform the school of any serious medical conditions relating to their child, and supply the school with a copy of the health plan issued by the doctor. The school will draw up an IHCP to advise teachers/staff.

Parents/carers will be able to amend the plan at any time, and are responsible for ensuring the plan is up-to-date

Inhalers

Inhalers can be kept by each student. They should be clearly marked with the student's name and form class. The school must be advised that the student requires an inhaler and carries it with him/her.

The school can hold a spare inhaler if required, supplied by the parent/carer, providing a consent form has been completed and signed.

Adrenalin Pens

A list of students at risk of anaphylaxis is kept and emailed to all staff. Adrenaline pens for each student and staff are kept in the Medical Room, in clearly labelled containers. It is the parents/carers/students responsibility to ensure the adrenaline pens held are in date. An IHCP will be drawn up.

Students may keep an adrenalin pen on them, and are solely responsible for keeping it safe.

Teachers taking students on school trips are responsible for collecting the adrenaline pens and returning them to the medical room when arriving back at school.

Diabetes

A list of students with diabetes is kept and emailed to all staff. A glucose monitoring kit, insulin pen and other necessary supplies for each student is kept in the Medical Room, in clearly labelled containers. It is the parents'/carers'/students' responsibility to ensure that we have all necessary supplies and equipment. An Individual Health Care Plan will be drawn up.

Students should keep a glucose monitoring kit and the necessary supplies to deal with hypoglycaemia with them during the school day. They can test their blood-glucose levels during lessons and self-administer if necessary. They must inform their teacher if this occurs and a first aider will check on them.

Students will test their sugar levels in the Medical Room before lunchtime and take any required insulin injection. This will be in the presence of a first aider. They may attend the Medical Room at any other time should they feel the need.

Students will be responsible for their own diabetic kit when on school trips unless parents/carers request otherwise. A first aider must be present when a student tests their glucose level and injects their insulin.

Minor injuries/accidents/incidents

These will be dealt with in accordance to the first aid training.

Serious injuries/accidents/incidents

These will be dealt with in accordance to the first aid training, and parents/carers will be notified by telephone. An ambulance will be called if need be.

Splinters

Members of staff are not to try and remove a splinter from a student with tweezers for legal reasons. The students are advised to wash the affected area. They are allowed to remove the splinter themselves, or a first aider will cover the splinter so the parent/carer can deal with it at home.

School Trips and Visits

A first aid kit is taken on all school trips and visits. Parents/carers will be required to complete a consent form for each trip ensuring all medical information is up-to-date and accurate.

Appendix 4

NOTLEY HIGH SCHOOL & BRAINTREE SIXTH FORM MEDICINE ADMINISTERING FORM

All medication must be supplied in its box with the information leaflet.

Student's Full Name: Tutor Group:

Address:

Medical condition/illness: Headache/period pains (delete if not applicable)

Medical condition/illness (other):

Name/type of medication:

Date treatment started:

Duration of treatment:

Frequency/timing of dosage:

Additional instructions/any side effects that the school needs to know about:

.....

.....

Emergency Contacts:

Name:

Relationship to child:

Daytime telephone no:

Name:

Relationship to child:

Daytime telephone no:

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school's 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. I accept the school has a right to refuse to administer medication.

Name:

Relationship to child:

Signed: Date:

Appendix 6 - Contacting Emergency Services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

- Your telephone number – **01376 556300**
- Your name.
- Your location as follows: **Notley High School & Braintree Sixth Form, Notley Road, Braintree, Essex, CM7 1WY.**
- The exact location of the patient within the school.
- The name of the child and a brief description of their symptoms.
- The best entrance to use and state that the crew will be met and taken to the patient.

Arrange for a member of staff to meet the ambulance at the front gates.

Write a report on what you did and ensure that the Medical Administrator, Deputy Headteacher and Headteacher receive a copy the same day.

Appendix 7 - Model letter inviting parents/carers to contribute to Individual Health Care Plan development

Dear Parents/Carers

Developing an Individual Health Care Plan for your Child

Thank you for informing us of your child's medical condition. I enclose a copy of the school's policy for supporting students at school with medical conditions, for your information.

A central requirement of the policy is for an Individual Health Care Plan (IHCP) to be prepared, setting out what support each student needs and how this will be provided. IHCPs are developed in partnership with the school, parents/carers, students, and the relevant health care professional who can advise on your child's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although IHCPs are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your child's medical condition impacts their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your child's IHCP has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will include add details of team. Please let us know if you would like us to invite another medical practitioner, health care professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could complete the attached IHCP template and return it, together with any relevant evidence, for consideration at the meeting. I or add name of other staff lead would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours faithfully

DD/MM/YYYY

Mr and Mrs X
Address
BRAINTREE
Essex
CM77 7XX

Dear Mr and Mrs X

Individual Health Care Plan (IHCP)

Please find enclosed, a copy of a draft IHCP for X.

Can I please ask you to check the details of the plan carefully to ensure all of the information we have on file is correct. If you are happy with this plan, please sign the disclaimer on page 3 of the IHCP, and return the plan to us.

Alternatively if you wish to make changes to the plan, you can either telephone me directly on 01376 556324, email to sharon.hunter@notleyhigh.com or simply make amendments on the form and return it as soon as possible. The amended plan will then be returned to you for approval.

If you have any questions regarding this plan, please do not hesitate to contact me.

Yours sincerely

Mrs S Hunter
Medical Administrator