



Noadswood

Supporting Students with Medical Conditions

Policy	Supporting Students with Medical Conditions
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Member of staff responsible	Premises Manager
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Statement of Intent

- Noadswood School is welcoming and supportive of pupils with medical conditions. We also have a unit for pupils with physical disabilities (PD). The school 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 Noadswood School because arrangements for their medical condition have not been made.
- Staff understand their duty of care to children and young people to act in loco parentis in the event of an emergency

- Noadswood School will listen to the views of pupils and parents.
- Pupils and parents feel confident in the care they receive from Noadswood School and the level of that care meets their needs.
- Staff understand that some pupils at Noadswood School have medical conditions of and that they may be serious, adversely affect a child's quality of life and impact on their ability and confidence
- 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 & local health community understand and support the medical conditions policy.
- Noadswood School understands that all children with the same medical condition will not have the same needs, our school will focus on the needs of each individual child.
- Noadswood School recognises its duties as detailed in Section 100 of the Children and Families Act 2014. Some children with medical conditions may be considered to be disabled under the definition set out in the Equality Act 2010. Where this is the case, Noadswood School complies with their duties under that Act. Some may also have special educational needs (SEN) and may have a statement, or Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision. For children with SEN, this policy should be read in conjunction with the Special Educational Needs and Disability (SEND) Policy.
- Noadswood 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 pupils, parents, school staff, governors, and relevant local health specialist services.

Definitions

For the purposes of this policy, the term "parent" includes parents, guardians and carers.

Communication

- The medical conditions policy is supported by a clear communication plan for staff, parents 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.

Emergency Procedure Management

All staff understand and are trained in what to do in an emergency for children with medical conditions at Noadswood School.

- All children with medical conditions that are complex, long-term or where there is a high risk that emergency intervention will be required at Noadswood School have a Medical Needs and Health Concerns form which explains what help they need in an emergency, or on a day-to-day basis. This is similar to an Individual Healthcare Plan (IHP) but is tailored to Noadswood and replaces the IHP. The Medical Needs and Health Concerns form will accompany a pupil should they need to attend hospital.
- Noadswood School makes sure that all staff providing support to a pupil have received suitable training and ongoing support to ensure that they have confidence to provide the necessary support and that they fulfil the requirements set out in the pupil's Medical Needs and Health Concerns form. This should be provided by the specialist nurse/school nurse/other suitably qualified healthcare professional and/or parent. The specialist nurse/school nurse/other suitably qualified healthcare professional will confirm their competence and Noadswood School keeps an up-to-date record of all training undertaken and by whom.

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

- All staff, including temporary or supply staff should be aware of the medical conditions at Noadswood School and know what action to take in an emergency and receive updates at least yearly.
- The school will arrange regular training for common conditions e.g. asthma, allergies, epilepsy and diabetes for members of staff in key positions e.g. matron and staff who take pupils on off-site trips.
- 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.

Administration of Medicines

Noadswood School has clear guidance on providing care and support and administering medication at school. Our administration of medicine requirements will be achieved by:

- Establishing principles for safe practice in the management and administration of:
 - prescribed medicines
 - non-prescribed medicines
 - maintenance drugs
 - emergency medicine

- Providing clear guidance to all staff on the administration of medicines.
- Ensuring that there are sufficient numbers of appropriately trained staff to manage and administer medicines.
- Ensuring that there are suitable and sufficient facilities and equipment available to aid the safe management and administration of medicines.
- Ensuring the above provisions are clear and shared with all who may require them.
- Ensuring the policy is reviewed periodically or following any significant change which may affect the management or administration of medicines.

Administration - General

The administration of medicines is the overall responsibility of the parents. The Headteacher is responsible for ensuring children are supported with their medical needs whilst on site, and this may include managing medicines where appropriate and agreed with parents.

Administration - Routine

Prescribed medicines

- It is our policy to manage prescribed medicines (eg. antibiotics, inhalers) where appropriate following consultation and agreement with, and written consent from the parents. (See appendices 3 and 4)

Non-prescribed medicines

- It is our general policy not to take responsibility for the storage or administration of non-prescribed medicines, (eg. Calpol or cough mixtures provided by the parents) as this responsibility rests with the parents. However, parents may request this and we will consider it on a case by case basis.
- On occasions when children require paracetamol it is our policy to administer providing that consent from the parents has been received in advance and administration is in accordance with guidance provided in the *Health Guidance for Schools* document.
- Children under 16 years old are never to be administered aspirin or medicines containing Ibuprofen unless prescribed by a doctor. Children may self-medicate under the written approval of parents.
- Responsibility for decision-making about the administration of all non-prescribed medicines (including travel sickness tablets) will always be at the discretion of Matron who may decide to administer under certain exceptional circumstances.

In these instances parents will have to give written consent, including the duration of treatment.

Maintenance drugs

- It is our policy to manage the administration of maintenance drugs (eg. Insulin) as appropriate following consultation and agreement with, and written consent from the parents. On such occasions, a Medical Needs and Health Concerns Form will be written for the child concerned.

Administration - Non-Routine

Emergency medicine

- It is our policy (where appropriate) to manage the administration of emergency medicines such as (for example):
 - Injections of adrenaline for acute allergic reactions
- In all cases, professional training and guidance from a competent source will be received before commitment to such administration is accepted
- In the event that only out of date medicine is available, staff will check with emergency services for permission to administer.

Procedure for Administration

When deciding upon the administration of medicine needs for children we will discuss this with the parents concerned and make reasonable decisions about the level of care required.

Parents of any child required to have medicines administered will be given an Administration of Medicines & Treatment Consent Form (Appendix 5). For controlled medication parents will be asked to complete a Consent for Controlled Medication Form (Appendix 6). Controlled medication should be signed into reception by a parent or carer.

Upon receipt of medication to be administered in school, a Student Medication Record (Appendix 7) will be completed to sign in the quantity of medicine received.

Medical Needs and Health Concerns forms will be completed for children where required and reviewed periodically by the matron in discussion with the parents and relevant members of staff to ensure their continuous suitability.

It is the parent's responsibility to ensure the school is kept up to date via Arbor or email about any changes to a child's medical condition.

Each time medicine is administered to a child a record is added Matron's daily incident log. It is also logged on the child's personal paper record stored with the

medical consent form. Matron sends an Arbor message to parents every time any medication including paracetamol is administered.

If a child is due to have medicine at specific times of the day it is the child's responsibility to report to the medical room (or Learning Support for specific medication by prior agreement with the Headteacher). If the child is late an alert will be posted on the school's Star-trekking email list and, if a child misses their medication the parents will be informed at the earliest available opportunity.

Contacting Emergency Services

When a medical condition causes the child to become ill and/or requires emergency administration of medicines, then an ambulance will be summoned at the earliest opportunity.

Dial 999 or 112

Use 'what3words' app or website to convey location if possible.

Medical Accommodation

The Medical Room will be used for medicine administration/treatment purposes. The room will be made available when required.

Training

Where staff are required to carry out non-routine or more specialised administration of medicines or emergency treatment to children, appropriate professional training and guidance from a competent source will be sought before commitment to such administration is accepted.

Noadswood School will make sure that there are sufficient 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. Noadswood School will ensure that there are sufficient numbers of staff trained to cover any absences, staff turnover and other contingencies

A 'staff training record' sheet will be completed to document the level of training undertaken.

Such training will form part of the overall training plan and refresher training will be scheduled at appropriate intervals.

Storage of Medicines

Noadswood School has clear guidance on the storage of medication and equipment at school.

- Noadswood School makes sure that all staff understand what constitutes an emergency for an individual child and makes sure that emergency medication/equipment, eg asthma inhalers, adrenaline auto-injectors etc are readily available whenever the child is in the school and on off-site activities, and are not locked away. See appendices 3 and 4.
- Pupils may carry their own medication/equipment, or they should know exactly where to access it. Those pupils deemed competent to carry their own medication/equipment with them will be identified and recorded through the pupil's Medical Needs and Health Concerns form in agreement with parents.
- Pupils can carry controlled drugs if they are deemed competent to do so, otherwise Noadswood School will store controlled drugs securely in a locked box in a locked cupboard in the Learning Support Department, with only named staff having access. Staff at Noadswood School can administer a controlled drug to a pupil once they have had training in the administration of medicines.
- Noadswood 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. Under no circumstances will medication be stored in first aid boxes.
- Noadswood School will only accept medication that is in date, labelled and in its original container including prescribing instructions for administration. 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 medications/equipment at the end of the treatment period, and to provide new and in-date medication.

Disposal of Medicines

- It is the responsibility of the parents to ensure that all medicines which are no longer required including those which have passed their expiry date are returned to a pharmacy for safe disposal. Parents will receive written notice to collect the medication at the end of the treatment period. If the medicine has not been collected within four weeks the medication will be safely disposed of.
- Noadswood School disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school. They are collected and disposed of by a professional hygiene company. If a pupil joins an off-site activity they should carry their own portable sharps box with them.

Records Management

Noadswood School has clear guidance about record keeping.

- As part of the school's admissions process and annual data collection exercise parents are asked if their child has any medical conditions. These procedures also cover transitional arrangements between schools.

- Noadswood School uses a Medical Needs and Health Concerns form to record the support an individual pupil needs around their medical condition. The Medical Needs and Health Concerns form is completed by the parent and developed with the pupil (where appropriate), designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. Where a child has SEN but does not have a statement or EHC plan, their special educational needs are mentioned in their Medical Needs and Health Concerns form.
- Medical Needs and Health Concerns forms will be uploaded to the pupil's Arbor record and visible to parents and carers
- Medical Needs and Health Concerns forms are regularly reviewed, at least every year or whenever the pupil's needs change. This is often more frequent for PD pupils.
- The pupil (where appropriate) parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the Medical Needs and Health Concerns form. Other school staff are made aware of and have access to the Medical Needs and Health Concerns form for the pupils in their care.
- Noadswood School makes sure that the pupil's confidentiality is protected.
- Noadswood School seeks permission from parents before sharing any medical information with any other party, other than where it falls within our Privacy Notice (pupils)
- Noadswood School keeps an accurate record of all medication administered, including the dose, time, date and supervising staff.

Environment

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

- Noadswood School is committed to providing a physical environment accessible to pupils with medical conditions and pupils are consulted to ensure this accessibility. Noadswood School is also committed to an accessible physical environment for out-of-school activities.
- Noadswood 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/physical disabilities may experience and use this knowledge, alongside the school's anti 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.

- Noadswood School understands the importance of all pupils taking part in off site visits and physical activity and that all relevant staff make reasonable and appropriate adjustments to such activities in order they are accessible to all pupils. This includes out-of-school clubs and team sports. Risk assessments will be conducted as part of the planning process to take account of any additional controls required for individual pupil needs.
- Noadswood 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.

Physical Activity and Off-Site Visits

Noadswood School makes sure that pupils have the appropriate medication/equipment/food with them during physical activity and offsite visits.

- Noadswood 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.
- Noadswood School will not penalise pupils for their attendance if their absences relate to their medical condition.
- Noadswood School will refer pupils with medical conditions who are finding it difficult to keep up educationally to the SENDCo who will liaise with the pupil (where appropriate), parent and the pupil's healthcare professional.
- Pupils at Noadswood School learn what to do in an emergency.
- Noadswood 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.

Medical Condition Triggers

Noadswood School is aware of the common triggers that can make common medical conditions worse or can bring on an emergency. The school is actively working towards reducing or eliminating these health and safety risks and has a written schedule of reducing specific triggers to support this.

- Noadswood 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.
- The Medical Needs and health Concerns Form 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.
- Noadswood School reviews all medical emergencies and incidents to see how they could have been avoided, and changes school policy according to these reviews.

Roles and Responsibilities

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

- Noadswood School works in partnership with all relevant parties including the pupil (where appropriate), parents, school's governing body, all school staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.
- Key roles and responsibilities are outlined in Appendix 2.

Monitor and Review

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

- In evaluating the policy, Noadswood School seeks feedback from key stakeholders including pupils, parents, school nurses, specialist nurses and other relevant healthcare professionals, school staff, local emergency care services and governors. The views of pupils with medical conditions are central to the evaluation process.
- Should parents and pupils be dissatisfied with the support provided they should address these concerns to the Headteacher.

PROCESS FOR DEVELOPING MEDICAL NEEDS AND HEALTH CONCERNS FORMS

1. Medical Needs and Health Concerns Data Collection - included in online registration process for new pupils (and sent to parents of current pupils where medical information is incomplete)
2. Data Administrator – If a child lives with a severe medical condition the Data Administrator will email Matron to ask her to call the child's parents
3. Matron – To call parents and ensure all information in the data collection is fully complete
4. Assistant Headteacher – To convert data into a Medical Needs and Health Concerns Form. Data Administrator or Matron to upload to student profile in Arbor
5. Matron - to alert SLT if information relating to a child's condition requires sharing with staff and whether additional training is required
6. Data Administrator - Parents are reminded annually to check that all information on Arbor is accurate and up-to-date

ROLES AND RESPONSIBILITIES

Governing bodies – must make arrangements to support pupils with medical conditions in school, including making sure that a policy for supporting pupils with medical conditions in school is developed and implemented. They should ensure that pupils with medical conditions are supported to enable the fullest participation possible in all aspects of school life. Governing bodies should ensure that sufficient staff have received suitable training and are competent before they take on responsibility to support children with medical conditions. They should also ensure that any members of school staff who provide support to pupils with medical conditions are able to access information and other teaching support materials as needed.

Headteacher – should ensure that their school's policy is developed and effectively implemented with partners. This includes ensuring that all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation. Headteachers should ensure that all staff who need to know are aware of the child's condition. They should also ensure that sufficient trained numbers of staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations. Headteachers have overall responsibility for the development of individual healthcare plans. They should also make sure that school staff are appropriately insured and are aware that they are insured to support pupils in this way.

Matron – Noadswood School employs a member of staff during the school day who is the primary giver of first aid and the administration of medicines. This person or persons will receive more extensive training than those who are general first aiders.

School staff – any member of school staff may be asked to provide support to pupils 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 pupils with medical conditions that they teach. School staff should 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 pupil with a medical condition needs help.

School nurse – every school has access to school nursing services. They are responsible for notifying the school when a child has been identified as having a medical condition which will require support in school. Wherever possible, they will do this before the child starts at the school. They would not usually have an extensive role in ensuring that schools are taking appropriate steps to support children with medical conditions, but may support staff on implementing a child's individual healthcare plan and provide advice and liaison, for example on training. School nurses can liaise with lead clinicians locally on appropriate support for the child and associated staff training needs - for example, there are good models of

local specialist nursing teams offering training to local school staff, hosted by a local school. Community nursing teams will also be a valuable potential resource for a school seeking advice and support in relation to children with a medical condition.

Other healthcare professionals - including GPs, paediatricians, nurse specialists/community paediatric nurses – should notify the school nurse and work jointly when a child has been identified as having a medical condition that will require support at school. They may provide advice on developing healthcare plans. Anyone dealing with the medical care of a pupil in school should contact the named school nurse for that school to ensure a coordinated approach.

Pupils – with medical conditions will often be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan. Other pupils will often be sensitive to the needs of those with medical conditions.

Parents – should provide the school with sufficient and up-to-date information about their child's medical needs. They may in some cases be the first to notify the school that their child has a medical condition. Parents are key partners and should be involved in the development and review of their child's individual healthcare plan, and may be involved in its drafting. They should carry out any action they have agreed to as part of its implementation, eg provide medicines and equipment and ensure they or another nominated adult are contactable at all times.

SALBUTAMOL INHALER

Noadswood School holds an emergency salbutamol inhaler for each pupil who has been prescribed a reliever inhaler and for whom written parental consent for its use has been obtained.

The use, storage, care and disposal of inhalers and spacers will follow the school's policy on supporting pupils with medical conditions.

Noadswood School holds a register of children prescribed an inhaler and this list is kept with the emergency inhalers.

Parents will be informed if their child has used the emergency inhaler.

The school's member of staff responsible for ensuring this protocol is followed is the Matron. Appropriate support and training has been provided in line with the school's policy on supporting pupils with medical conditions.

ADRENALINE AUTO-INJECTORS (EPI-PENS)

Noadswood School holds an emergency auto-injector for each pupil who has been prescribed an auto-injector and for whom written parental consent for its use has been obtained.

The use, storage, care and disposal of auto-injectors will follow the school's policy on supporting pupils with medical conditions.

Noadswood School holds a register of children prescribed an auto-injector and this list is kept with the emergency auto-injector.

Parents will be informed if their child has used the emergency auto-injector.

The school's member of staff responsible for ensuring this protocol is followed is the Matron. Appropriate support and training has been provided in line with the school's policy on supporting pupils with medical conditions.

Appendix 5

Administration of Medicines & Treatment Consent Form <i>Prescription and non-prescription medication</i>

Name of School	NOADSWOOD SCHOOL
Name of Child	
Address of Child	
Parents' Home Telephone No.	
Parents' Mobile Telephone No.	
Name of GP	
GP's Telephone No.	

Please tick the appropriate box a or b PLUS box c

(a) My child will be responsible for the self-administration of prescription or non-prescription medicines as directed below	
(b) I agree to members of staff administering <u>prescription only</u> medicines/providing treatment to my child as directed below	
(c) I recognise that school staff are not medically trained	

Signature of parent or carer	
Date of signature	

Name of Medicine	Required Dose	Frequency	Course Finish	Medicine Expiry

Special Instructions

Allergies

Other Prescribed Medicines

Appendix 6

Parental agreement for setting to administer controlled medicines

Noadswood will not give your child controlled medicine until you have completed and signed this form.

Date for review

Name of school/setting

Name of child

Date of birth

Group/class/form

Medical condition or illness

Noadswood Secondary School

Medicine

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the school/setting needs to know about?

Self-administration – y/n

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must give this medicine to a member of Noadswood staff to be counted and signed in.

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Noadswood staff administering medicine in accordance with Noadswood'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.

Signature(s) _____

Date _____

