



Bishop David Brown School

Medical Needs Policy



UNITY
SCHOOLS TRUST

Policy Reviewed:	Sept 2021
Next Review:	Sept 2023
Approved by Local Governing Body	Sept 2021

Introduction

Bishop David Brown School values the abilities and achievements of all its students, and is committed to providing the best possible environment for learning. We actively seek to remove the barriers to learning and participation that can hinder or exclude individual students, or groups of students. This means that equality of opportunity must be a reality for our children.

This policy should be read in conjunction with the following policies:

SEND; safeguarding; equality; behaviour, anti-bullying and health and safety

The Children and Families Act 2014 states that arrangements for supporting students at school with medical conditions must be in place and those students with medical conditions should be properly supported so that they have full access to education, including school trips and physical education.

Many children, at some point during their time at school, will have a medical condition which may affect their potential to learn and their participation in school activities; for most, this will be short term but for other children the medical condition could, if not properly managed, limit their access to education.

This policy includes managing the administration of medicines, supporting children and staff with complex health needs and first aid. The school makes every effort to ensure the wellbeing of all students, staff and adults on site.

Aims and Objectives

- To ensure that students and staff with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential.
- To establish a positive relationship with parents and carers, so that the needs of the student can be fully met. Parents of students with medical conditions are often concerned that their child's health will deteriorate when they attend school. This is because students with long-term and complex medical conditions may require ongoing support, medicines and care while at school to help them manage their condition and keep them well. Other students may require interventions in particular emergency circumstances. It is also the case that a student's health needs may change over time, in ways that cannot always be predicted, sometimes resulting in extended absences. It is therefore important that parents feel confident that their child's medical condition will be supported effectively in school and that they will be safe.
- To work in close partnership with health care professionals, staff, parents and students to meet the needs of each child. In making decisions about the support they provide, it is crucial that the school considers advice from healthcare professionals and listen to and value the views of parents and students.
- To ensure any social and emotional needs are met for students with medical conditions. Students may be self-conscious about their condition and some may be

bullied or develop emotional disorders such as anxiety or depression around their medical condition.

- To minimise the impact of any medical condition on a student's educational achievement - in particular, long term absences due to health problems affect a student's educational attainment, impact on their ability to integrate with their peers and affect their general wellbeing and emotional health. Reintegration back into school should be properly supported so that students with medical conditions fully engage with learning and do not fall behind when they are unable to attend. Short term absences, including those for medical appointments (which can often be lengthy) also need to be effectively managed.
- To ensure that a health care plan is in place for each student with a medical condition and for some who may be disabled or have special educational needs, that their Education, Health and Care Plan is managed effectively.

Responsibilities

Supporting a student with a medical condition during school hours is not the sole responsibility of one person. Partnership working between staff, healthcare professionals, and parents and students will be critical.

The headteacher is responsible for:

- Ensuring that a policy is in place to meet the needs of students with medical conditions;
- Ensuring that all staff are aware of the policy for supporting students with medical conditions and understand their role in its implementation;
- Ensuring that all staff who need to know are aware of the student's condition;
- Ensuring that sufficient trained staff are available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations;
- Ensuring that the school is appropriately insured and that staff are aware that they are insured to support students in this way;
- Ensuring that the school nursing service is contacted in the case of any child who has a medical condition that may require support at school but who has not yet been brought to the attention of the school nurse;
- Ensuring that staff have received suitable training and are competent before they take on responsibility to support children with medical conditions.

School staff:

- Understand that any member of staff may volunteer or be asked to provide support to students with medical conditions, including the administering of medicines, although they cannot be required to do so;
- Understand the role they have in helping to meet the needs of a student with a medical condition;
- Work towards/complete targets and actions identified within the health care plan or the SEN Education, Health and Care Plan.

Healthcare professionals are responsible for:

- Notifying the school when a student has been identified as having a medical condition who will require support in school;
- Taking a lead role in ensuring that students with medical conditions are properly supported in school, including supporting staff on implementing a child's plan;
- Working with headteachers to determine the training needs of staff and agree who would be best placed to provide the training;
- Confirming that relevant staff are proficient to undertake healthcare procedures and administer medicines.

Assisting Students with Long Term or Complex Medical Needs

A proactive approach is taken towards students with medical needs. Every student with a long term or complex medical need will be offered a meeting with a designated member of staff at school at the onset of condition or change in condition. This enables the school/parents to identify potential issues/difficulties. Issues identified in the past have included access to classrooms, toilet facilities, additional adult support, lunchtime procedures and emergency procedures. A health care plan (Appendix 1) will be produced for any student with long term/complex medical needs and will be reviewed on a regular basis. To assist students with long term or complex medical needs, the school will also consider whether any/all of the following is necessary:

- Adapting equipment, furniture or classrooms to enable the student to access a particular aspect of the curriculum or area of the school.
- Involving the home and hospital support service.
- Working in partnership with medical agencies and receiving advice/support from other professionals including the School Nurse;
- Arranging for additional adult support throughout specific parts of the school day;
- Adapting lesson plans;
- Establishing a phased attendance programme;
- Ensuring that there are procedures in place for the administration of medicine;
- Training for staff on a specific medical condition;
- Providing a programme of work for students who are absent from school for significant periods of time;
- Providing appropriate seating during assembly;
- Ensuring there is adequate supervision during breaks so that the health and safety of all students is not compromised;
- Ensuring that arrangements are made to include a student with medical needs on school visits.

Supporting Staff with Long Term or Complex Medical Needs

The school will work closely with any member of staff to support long term or complex medical needs that may include the implementation of an individual health care plan.

Individual Health Care Plans

An individual health care plan is a document that sets out the medical needs of a student, what support is needed within the school day and details actions that need to be taken within an emergency situation. They provide clarity about what needs to be done, when and by whom. The level of detail within the plan will depend on the complexity of the student's condition and the degree of support needed. This is important because different students with the same health condition may require very different support.

Individual healthcare plans may be initiated by a member of school staff, the school nurse or another healthcare professional involved in providing care to the student. Plans must be drawn up with input from professionals e.g. a specialist nurse, who will be able to determine the level of detail needed in consultation with the school, the student and their parents. Plans should be reviewed at least annually or earlier if the student's needs change. They should be developed in the context of assessing and managing risks to the student's education, health and social wellbeing and to minimise disruption. Where the student has a special educational need, the individual healthcare plan should be linked to the student statement or EHC plan where they have one.

Parents/carers will receive a copy of the health care plan with the originals kept by the school. Medical notices, including pictures and information on symptoms and treatment are placed in the school office. Staff are informed of which students have medical conditions.

Administering Medicines

- 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 parents'/carers' written consent – except in exceptional circumstances where the medicine has been prescribed to the student without the knowledge of the parents/carers. In such cases, every effort should be made to encourage the student to involve their parents/carers while respecting their right to confidentiality;
- A child under 16 should never be given medicine containing aspirin unless prescribed by a doctor. Medication, e.g. for pain relief, should never be administered without first checking maximum dosages and when the previous dose was taken;
- Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours;
- The school should only accept prescribed medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instruction for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will generally be available to school inside an insulin pen or a pump, rather than in its original container;
- All medicines must be stored safely. Students should know where their medicines are at all times and be able to access them immediately. Where relevant, they should know who holds the key to the storage facility;
- Controlled drugs that have been prescribed for a student must be securely stored in a non-portable container and only named staff should have access;

- Controlled drugs should be easily accessible in an emergency so a member of staff may administer a controlled drug to the student for whom it has been prescribed providing they have received specialist training/instruction;
- The school should keep a records of all medicines administered to individual students 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;
- When no longer required, medicines should be returned to the parents/carers to arrange for safe disposal;
- Sharp boxes should always be used for the disposal of needles and other sharps.

There is no legal duty which requires staff to administer medication. However, staff across Bishop David Brown School may administer medication to students provided that the parent/carer has completed an Administration of Medication Form (see Appendix 2). We will only administer non-prescription medicines under exceptional circumstances and with a written request. Occasionally, a student will show an adverse reaction to a new course of treatment and for this reason the school will not take responsibility for administering the first prescribed dosage. Medication should only be requested to be administered during school time. Where the dosage is three times a day it is usually acceptable that these doses are given at home – before school, immediately after school and just before bedtime.

Medication and the request form should be handed to staff by parents/carers, never the student. All medication should be placed in a clear container (with a lid) and the name of the child, type of medication and dosage clearly displayed. Medicines should always be provided with the prescriber's instructions.

Students with asthma are encouraged to carry their inhalers with them. However, a spare inhaler should also be kept in the school office or classroom. Students with diabetes are encouraged to keep medication close to hand. They are able to take high energy snacks when needed and at any point in the day, spares are kept in the office.

Storing Medicines

Bishop David Brown School will only store, supervise and administer medicine that has been prescribed for an individual student. Where a student needs two or more prescribed medicines, each should be in a separate container. Staff should never transfer medicines from their original containers. Medicines are stored safely in the office and in the refrigerator if required.

Students should know where their own medicines are stored.

Disposal of Medicines

Staff should not dispose of medicines. Parents/carers are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. They should also collect medicines held at the end of each term. This includes asthma medication. If parents/carers do not collect all medicines, they will be taken to a local pharmacy for safe disposal.

Safety Management of Medicines

The storage of medicines must ensure that the risks to the health of others are properly controlled as set out in the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

Emergency Procedures

In emergency situations, where possible, the procedure identified on a student's healthcare plan will be followed. When this is not available, a qualified first aider will decide on the emergency course of action. If it is deemed a child needs hospital treatment as assessed by the first aider the following procedures must take place:

1. Stabilise the student
2. Dial 999
3. Contact parent/carer
4. Notify headteacher

The most appropriate member of staff accompanies the student to hospital with all relevant health documentation (incl tetanus and allergy status) and a clear explanation of the incident if a witness does not attend. A senior member of staff should attend the hospital to speak to parents/carers if deemed necessary.

Hygiene and Infection Control

All staff should be aware of normal precautions for avoiding infections and follow basic hygiene procedures eg basic hand washing. The medical room has full access to protective disposable gloves and care is taken with spillages of blood and body fluids.

Sporting Activities

Some students may need to take precautionary measures before or during exercise. Staff supervising such activities should be aware of relevant medical conditions and any preventative medicine that may need to be taken and emergency procedures.

Educational Visits

We actively support students with medical conditions to participate in school trips and visits, or in sporting activities but are mindful of how a student's medical condition will impact on their participation. Arrangements will always be made to ensure students with medical needs are included in such activities unless evidence from a clinician such as a GP or consultant states that this is not possible.

A risk assessment will be completed at the planning stage to take account of any steps needed to ensure that students with medical conditions are included. This will require consultation with parents and students and advice from the school nurse or other healthcare professional that are responsible for ensuring that students can participate. A copy of the student's health care plan should be taken with them on an educational visit.

The trip leader must also ensure that medication such as inhalers and epipens are taken on all school trips and given to the responsible adult that works alongside the child through out the day. This means checking the medical requirements of the group and ensuring that any student with a specific medical condition has access to prescribed medicine whilst on the trip.

A first aid kit must be taken on all school trips. The trip leader must ensure that all adults have the telephone number of the school in case of an emergency.

Any first aid provisions at the destination of the trip should be included as part of the risk assessment.

After School Clubs

It is the responsibility of the leader of any after school club provided by an external provider to liaise with parents/carers and to send home a medical form for completion. The school must ensure that all club leaders know how to obtain medical assistance, where the medical room is, location of any medication and how to dial for an outside line if they need to call an ambulance.

Staff Training

Any member of staff providing support to a student with medical needs should have received suitable training or have access to someone who has. It is the responsibility of a medical professional to lead on identifying the type and level of training required with other health specialists and agreeing with the school, and putting this in place. They should confirm that staff are proficient before providing support to a specific student.

Training must be sufficient to ensure that staff are competent and have confidence in their ability to support students with medical conditions, and to fulfil the requirements as set out in individual healthcare plans. They will need to understand the specific medical conditions they are being asked to deal with their implications and preventative measures.

Staff should not give prescription medicines or undertake health care procedures without appropriate training (updated to reflect individual healthcare plans at all times) from a healthcare professional. A first aid certificate may not constitute appropriate training in supporting students with medical conditions.

It is important that all staff are aware of the school's policy for supporting students with medical conditions and their role in implementing that policy. The school should ensure that training on conditions which they know to be common within the school is provided (eg asthma, anaphylaxis, diabetes).

Appendix 1

**Bishop David Brown School
Administration of Medicine Form**

Please note that staff will be unable to administer medicine to your child unless this form has been fully completed and signed by a responsible adult.

Student's Name Tutor Group

Medical Diagnosis or Condition

Name of Medication

Expiry Date of Medication

Dose and Time of Medication to be Given

Amount of Medication Provided to School
(medication must be provided in the original container as originally dispensed)

Any Other Instructions

Name of GP/Hospital

Contact Details for Dispensing Physician

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Describe what constitutes an emergency for the student, if applicable, and action to be taken if this occurs:

.....

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the school to administer this prescription in accordance with the information provided above. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medication should cease.

Name of Parent/carer

Parent/carer signatureDated

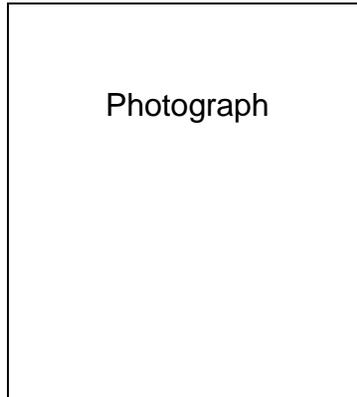
Emergency contact details for parent/carer

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A form must be completed for each medicine to be administered

Appendix 2

Bishop David Brown School Medical Health Care Plan



Individual's Name	
Date of Birth	
Medical Diagnosis/Condition	
Family Contact Details:	
Name:	
Address:	
Telephone:	
Email:	
Clinician Contact Details:	
Name:	
Address:	
Telephone:	
Email:	
Description of Medical Needs/Symptoms	

Is an intimate care plan required	Yes/No
Daily Care Requirements (eg medication or procedures)	
Staff involved in Daily Care Requirements	
Describe what constitutes an emergency and the action to take if this occurs	
Name of Parent/carer/responsible adult	
Signature	
Date	

PUPIL MEDICATION RECORD

Child's Name.....Date of

Birth.....

	DATE	TIME	MEDICINE GIVEN	DOSE	1 st SIGNATURE	2 nd SIGNATURE
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