

Reviewed: December 2018

Review period: bi-annual

Bacup and Rawtenstall Grammar School



Medical Needs Policy

Bacup and Rawtenstall Grammar School (BRGS) understands that it has a responsibility to welcome and support students with medical needs or conditions. We will ensure that:

- Students with medical conditions or needs are encouraged to take control of their condition subject to their age and understanding and where responsible enough to do so.
- The school aims to include all students with medical conditions or needs in all activities as far as reasonably practicable.
- We ensure that all staff understand their duty of care to students in the event of an emergency and that all staff know what to do in an emergency.
- The school understands that certain medical conditions or needs are serious and can potentially be life-threatening.
- All staff understand the common medical conditions or needs that affect students and understand the importance of protecting their dignity.

Communication

Individual Health Care Plans are drawn up, regularly reviewed and communicated to staff by the school nurse via the Medical Conditions Register. Staff receive advice and/or training on medical issues, such as epilepsy, anaphylaxis etc, relating to specific students within the school. Should an emergency occur staff should follow the guidelines given in the medical conditions register, drawn up by the school nurse.

Training & Emergency Procedures

All staff know what action to take in the event of a medical emergency. This includes:

- how to contact emergency services and what information to give (see Appendices – form 1);
- who to contact within the school and where they are based (school nurse, ext 183).

A list of first aid trained staff is maintained by the school nurse and training is refreshed at regular intervals.

If a student needs to be taken to hospital, a member of staff will always accompany and stay with them until a parent arrives. Every effort will be made to send a member of staff with whom the student is familiar.

Administration of Medication

- All students with medical conditions or needs and any staff who administer it have easy access to their emergency medication.
- Subject to risk assessment by the school, students may carry and administer their own emergency medication, when their parents and health specialists determine they are able to start taking responsibility for their condition. Students, where appropriate, carry their emergency medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits.

- Students who do not carry and administer their own emergency medication know where their medication is stored and how to access it.
- If they do not carry and administer their own emergency medication they understand the arrangements for a member of staff (and a reserve member of staff) to assist in helping them take their medication safely.

Administration - general

- All use of medication defined as a controlled drug, even if the student can administer the medication themselves, is done under the supervision of a named member of staff at the school.
- 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.
- Many members of staff are happy to take on the voluntary role of administering medication. For medication where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to students under the age of 16, but only with the written consent of the student's parent and information being available on dosage, timings etc.
- Parents understand that if their child's medication changes or is discontinued, or the dose or administration method changes, **they** should notify the school immediately.
- If a student refuses their medication, staff record this and follow procedures set down in the healthcare plan. Parents are informed as soon as possible.
- All staff attending off-site visits are aware of any student with medical conditions or needs on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed. If a trained member of staff who is usually responsible for administering medication is not available, the school makes alternative arrangements to provide the service. This is always addressed in the risk assessment and management arrangements for off-site activities.
- If a student misuses medication, their own or another student's, their parents are informed as soon as possible. These students are subject to the school's usual disciplinary procedures.
- In the event of a suspected allergic reaction, the nearest trained volunteer in administering the Adrenalin auto-injector will be called. In addition the emergency medical services will be called immediately.

Storage of Medication

- Emergency medication is readily available to students and/or staff required to administer it at all times during the day or at off-site activities. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.
- Subject to a risk assessment students who carry their own emergency medication should keep it securely.
- Students whose healthcare professionals and parents advise the school that their child is not yet able, subject to their age or understanding, to self manage and carry their

own emergency medication, know exactly where to access it.

- All non-emergency medication is kept securely in a lockable cupboard in a cool dry place. Students with medical conditions or needs know where their medication is stored and how to access it.
- In school, the school nurse ensures that medication is only accessible to those for whom it is prescribed and ensures the correct storage of medication in general at the school.
- The school nurse, along with the parents of students with medical conditions or needs, ensures that all emergency and non-emergency medication brought in to the school is clearly labelled with the student's name, the name and dose of the medication and the frequency of the dose. This includes all medication that students carry themselves.
- Medication is stored in accordance with instructions, paying particular note to temperature.
- If medication needs to be refrigerated, the medication must be stored in an airtight container and clearly labelled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised students or lockable as appropriate.

Safe-disposal

- Parents have a responsibility to collect out-of-date medication.
- If students use needles to self medicate, parents should obtain sharps boxes from the student's GP or paediatrician on prescription. All sharps boxes at the school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.
- If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy or to the school or the student's parent.
- Collection and disposal of sharps boxes is arranged through the Council.

Record keeping

Parents at the school are asked if their child has any health conditions or needs or health issues on the school enrolment form upon entry to year 7. Parents are asked for a medical update on a yearly basis. Parents of students starting at other times during the year are also asked to provide this information on data checking sheets / enrolment forms

Health Care Plans

- The school uses a Healthcare Plan to record important details about individual student's medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Healthcare Plan if required. See appendices – form 3.
- A Healthcare Plan is completed for all students where additional support is required for the medical condition. This is completed and/or reviewed at the start of the school year or at enrolment or when a diagnosis is first communicated to the school by the parent.
- It is a joint responsibility for the parent, healthcare professional, school and where appropriate the student with a medical condition, to complete the student's

Healthcare Plan together. The school should then implement and monitor its effectiveness.

- For students with more complex medical conditions or needs and/or life threatening conditions or needs, an individual Healthcare Plan must be drawn up together with parents and other representatives (as appropriate). Parents are expected to provide information from the student's GP and/or consultant. It may be appropriate for the school to have a healthcare professional e.g. the school nurse or other representative e.g. school caterer, if required, to help draw up the Healthcare Plan or have a role in managing the student's condition.
- If a student has a short-term medical condition that requires medication during school hours, a medication form must be completed by the parents. See appendices – form 7.
- Healthcare Plans are kept in a centralised register of students with medical needs at the school. The school nurse has responsibility for this register.
- Parents and students are provided with a copy of the student's current agreed Healthcare Plan.
- Apart from the central copy, specified members of staff (agreed by the student and parents) securely hold copies of student's Healthcare Plans. These copies are updated at the same time as the central copy.
- All members of staff, including supply teachers, who work with groups of students, have access to the Healthcare Plans of students in their care via the school nurse.
- When a member of staff is new to a group of students, for example due to staff absence, the school makes sure that they are made aware of (and have access to) the Healthcare Plans of students in their care.
- The school ensures that all staff protect the student's confidentiality, i.e. information is not left where non school staff can read it or details displayed on notices in public areas or as agreed with the parents.
- The school seeks permission from the student and parents before sharing any medical information with any other party e.g. volunteers, or participates on a residential visit.
- See attached examples of Healthcare Plans – specific ones for asthma and anaphylaxis – see appendices – forms 4 & 5.

Residential visits

- Parents are sent a medical form prior to any residential which is to be completed and returned to the school in good time. This form requests details about the student's condition and their overall health. This provides essential and up-to-date information to relevant staff and visit support staff to help the student manage their condition while they are away. This includes information about medication not normally administered by the school.
- All medical forms are taken by the relevant staff member on visits and for all off-site activities where medication is required. These are accompanied by a copy of the student's Healthcare Plan.
- All parents of students with a medical condition attending an offsite visit or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.
- It is essential a check is made to ensure students with asthma have their inhalers with them before the party leaves the school.

- It is considered good practice to record any medication administered to the student during the residential. This record can then be given to the student's parents on return.
- The school will take every reasonable measure to ensure that off-site visits are available and accessible to all, irrespective of medical needs, but that this should not encroach unduly on the overall objectives of the activity or the rest of the group. Under the Disability Discrimination Act (DDA) if, after reasonable adjustments have been planned, the risk assessment indicates there is an unacceptable risk to the health and safety of the individual or the group then this fact overrides the DDA.
- Risk assessments are carried out by the school prior to any out-of-school visit and medical conditions or needs are considered during this process. A personal or individual risk assessment is carried out where appropriate.
- In respect of work experience, parents are given access to information on how to ensure a work placement is safe in line with the Health and Safety Executive guidance for work experience organisers. Parents must give permission for their child to attend the placement, having satisfied themselves that the placement is appropriate and safe, by submitting the employer's Employer Liability Insurance Certificate to the school. The school authorises absence for the student to attend work experience placements. The school considers every placement with regard to Safeguarding guidance and provides employers with a generic risk assessment to conduct with the student on their first day.

Roles & Responsibilities

School Governors have a responsibility to:

- Ensure this policy is adopted or adapted to reflect the actual arrangements in school.
- Where the governing body is the employer that suitable and appropriate insurance cover is obtained and in place.
- Ensure someone is appointed to take the 'lead' on these issues in the school.

Head Teacher has a responsibility to:

- Ensure the school is inclusive and welcoming and that the medical conditions or needs policy is in line with local and national guidance and policy frameworks.
- Liaise between interested parties including students, as appropriate, staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents, governors, the school health service, local health care professionals, the local authority transport service, catering providers and local emergency care services.
- Ensure the policy is put into action with good communication of the policy to all.
- Ensure every aspect of the policy is maintained.
- Ensure that information held by the school is accurate and up to date and that there are good information sharing systems in place using the Medical Conditions Register.
- Ensure confidentiality.
- Identify the training and development needs of staff and organise for them to be met.
- Ensure all temporary and new staff, including trainees and work placements and those on work experience, know the emergency procedures.

- Delegate a staff member to check the expiry date of stored medicines kept at the school and maintain the onsite medical conditions or needs register (school nurse).
- Monitor and review the policy regularly, with input from students, parents, staff and external stakeholders (as appropriate).
- Review the policy at least once a year according to review recommendations and recent local and national guidance and legislation.
- Report to parents, students, staff and the local authority and other key stakeholders about the implementation, successes and areas for improvement of this school medical conditions or needs policy.

All staff at the school have a responsibility to:

- Review the specific medical conditions register at the beginning of each school year.
- Review any updates to the medical conditions register.
- Ensure they are aware of pupils with medical conditions.

First aiders have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school. In the case of an accident at school, the First Aider / school nurse must complete an accident form and ensure that all witnesses have given full accounts of the circumstances surrounding the incident.
- When necessary, ensure that an ambulance or other professional medical help is called and as prescribed in the healthcare plan.

The Head of Catering within the school will:

- receive information from the school nurse regarding students with food allergies and food intolerances.
- ensure arrangements are in place so all kitchen staff including temporary staff know which students have a life threatening allergy (also within the department of Food Technology). Details of allergies will be held within the school cashless catering system which includes a photograph of the pupil from SIMS. This can only be accessed by staff at the till points and the catering manager.
- Ensure details of allergens contained in food prepared in school is available at service points and that staff have access to confidential allergy information regarding students. Staff will ask if there is a warning flagged for a student at the till.
- maintain contact information with vendors and purveyors to access food content information.