

Medical policy



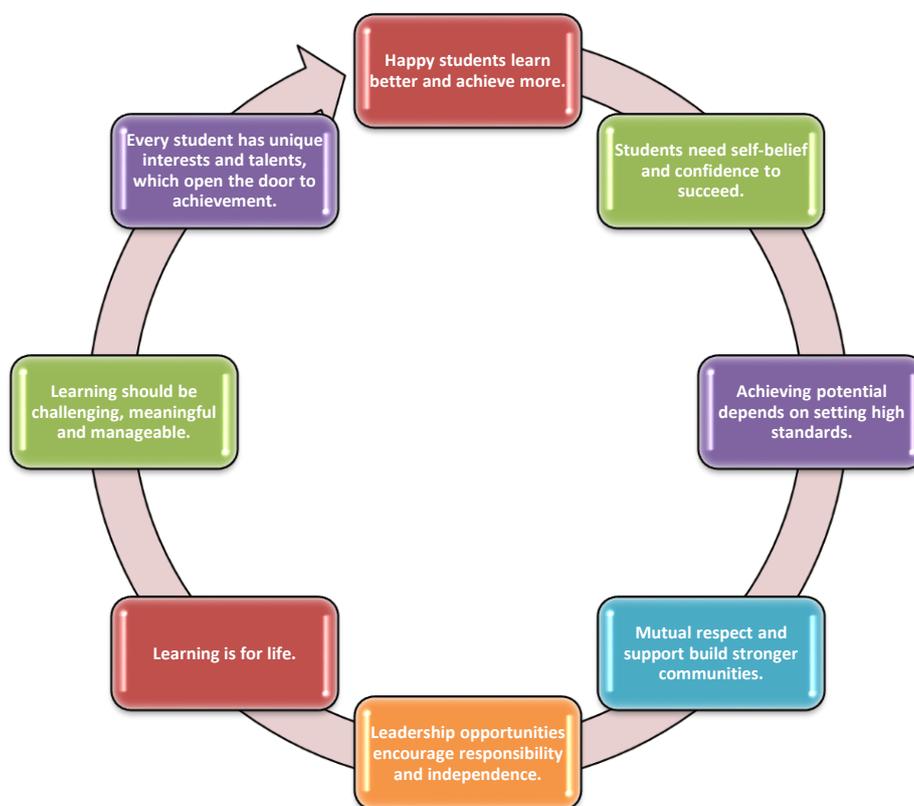
**Central Lancaster
High School**

Approved by:	Julie Green (Director of Inclusion) Andrew Murphy (Person i/c medicines)	Date: March 2018
---------------------	---	-------------------------

Last reviewed on:	March 2018
--------------------------	------------

Next review due by:	March 2019
----------------------------	------------

Central Values



Central Values	Medical Provision
Happy students learn better and achieve more	Identification and removal of potential barrier to learning
Students need self-belief and confidence to succeed	Support to access learning and achievement
Achieving potential depends on setting high standards	Setting personal goals to raise achievement
Every student has unique interests and talents, which open the door to achievement	Encourage involvement in extra-curricular activities
Learning should be challenging, meaningful and manageable	Providing a balance of support and challenge to ensure regular progress
Learning is for life	Developing independence in readiness for life after school
Leadership opportunities encourage responsibility and independence	Support for social and emotional development to make taking a lead possible
Mutual respect and support build stronger communities	Planning a place in society together and providing information, advice and guidance for future choices

Supporting students with medical conditions at school policy Contents

	Page
Section 1: Introduction	3
Section 2: Individual Healthcare Plans (IHCPs)	3
Section 3: Communication with staff	3
Section 4: Roles and responsibilities	4
Section 5: Medication in school	6
Section 6: School trips and extra-curricular activities	6
Section 7: Transition	8
Section 8: Emergency procedures	8

1: Introduction

CLHS is an inclusive community that endeavours to ensure that all its students achieve success and have their individual needs met during their time at school. This includes a responsibility to welcome and support students with medical conditions whether attending or wishing to enrol. School believes that all students should have full access to the curriculum, whether their medical needs are short or long term in either physical or mental health (unless their medical condition will be adversely affected by the visit/activity). This includes physical education and educational visits. CLHS aims to ensure that students play a full and active role in school whilst remaining healthy, therefore achieving their academic potential.

2: Individual Healthcare Plans

To effectively support students with medical conditions in accessing the curriculum and wider school life, an Individual Healthcare Plan (IHCP) is compiled. CLHS recognises that every student's medical needs are different and strives to meet these needs whether their conditions are short-term or long-term. The IHCP records important details about an individual's medical needs at school. These can include, where appropriate, the student's triggers, signs, symptoms, medication (and other treatments), parental/carer contact details and what procedures to take in an emergency. Unless deemed necessary, pupils with short-term medical needs will not usually have an IHCP compiled.

The IHCP is compiled in consultation with the school nurse, local health staff, parents, students and nominated school staff member. Any change or update to an IHCP will be done in consultation with parents and any relevant professionals. Student's IHCPs are located in the staffroom and school office in labelled files that are easily accessible to staff. Further copies are available in the SEND office and can be provided on request. Photographs of students with more serious medical conditions are displayed in the staffroom and school office. Student's IHCPs can also be found on the school computer system. ***(See Appendix 1 for an exemplar IHCP)***

3: Communication with staff

At the start of each year parents/carers of students with IHCPs will be contacted and their child's IHCP will be reviewed concerning any changes to the student's medical needs.

School staff will be informed and regularly reminded about the school medical policy and IHCPs. These will take place at INSET training days, staff briefing and in planning educational and residential outings/visits. In addition temporary and supply staff are informed of the policy and of their responsibilities. Relevant local health staff will be informed about the school medical policy.

4: Roles and responsibilities

Governors

The Governing Body will ensure that arrangements are in place in CLHS to support students at school with medical conditions, thereby giving parents and students confidence in school's ability to provide effective support for their children in school. The arrangements will show an understanding of how medical conditions impact on a student's ability to learn as well as their confidence and self-care. The Governing Body will ensure that staff are properly trained to provide the support that pupils require.

Headteacher

The head teacher will ensure that:

- all staff are aware of the policy for supporting students with medical conditions and understand their role in its implementation
- all staff will be aware of the student's medical conditions
- a sufficient number of trained staff are available to implement the policy and deliver all IHCPs

Medically trained staff

Nominated trained staff that have been authorised by the headteacher will receive and administer medication to students. In the event that the manager of medicine storage and administration is absent, one of the medically trained staff will deputize in his absence.

Name	Post	Responsibilities
Andrew Murphy	Manager of medicine storage and administration (Level 3 TA)	<ul style="list-style-type: none"> • managing the storage and administration of medication
Lisa Maudsley	Trained member of staff in medicine administration (Level 3 TA)	<ul style="list-style-type: none"> • deputise when Manager absent in the storage and administration of medication
Caroline Hesketh	Trained member of staff in medicine administration (Deputy SENCO: HLTA)	<ul style="list-style-type: none"> • deputise when Manager absent in the storage and administration of medication

Manager of medicine storage and administration

The manager of medicine storage and administration will:

- receive and administer medication to students
- ensure all medical forms have been completed
- store medication in a safe place
- keep a record of the administration of medication to students and provide parents/carers with details of when medication has been administered to their child, on request

- remind students (and parents/carers if necessary) when their medication stock is running low
- check the dates of medications and arranging for the safe disposal of any that have expired
- liaise regularly with students, parents and relevant medical professionals

School staff

School staff are responsible for:

- being aware of the students in school with medical conditions
- being familiar with the IHCPs of students they teach
- following the instructions, including emergency procedures, on student's IHCPs when necessary

School Nurse

- The school nurse is responsible for notifying school when a child has been identified as having a medical condition that will require support in school.
- The school nurse will also be available to give advice and support in relation to students with a medical condition.

Other healthcare professionals

- Health care professionals should notify the school nurse when a child has been identified as having a medical condition that will require support at school.
- They may provide advice on developing health care plans.
- Specialist local health teams may be able to provide support for pupils with particular conditions (e.g. asthma; diabetes; epilepsy).

Parents/carers

- Parents/carers will provide the school with sufficient and up-to-date information about their child's medical needs.
- Parents/carers will be involved in the development and review of the child's IHCP.
- Parents/carers will provide medicine and equipment and ensure they or another nominated adult are contactable at all times.
- Parents/carers will ensure medication is replenished in a timely manner

Students

- Students will be involved in discussions about their medical support needs and comply with their IHCP.
- Wherever possible students will be encouraged to self-administer medication under the supervision of an authorized member of staff.

5: Medication in school

When a pupil requires medication during the school day, the following procedures must be adhered to:

- medication must be brought in by the students parent/carer
- the parent/carer must complete a medical request form

Each item of medication must be clearly labelled with the following information:

- student's name
- name of medication
- dosage
- frequency of dosage
- date of dispensing storage requirements
- expiry date.

The school will not accept any items of medication which are in unlabelled containers.

Storage of medication

All students will know where their medicines are at all times and how to access them immediately. To ensure the safety of all students, all medication is stored as follows:

Emergency medication is located at the school office and stored in a locked medical cabinet.

Non-emergency medication is located in the SEND office and stored in a locked medical cabinet (or a fridge if needed).

6: School trips and extra-curricular activities

CLHS believes that every pupil should have equal access to extra curriculum activities including day trips and residential stays. This includes supporting pupils with medical conditions; ensuring school meets their individual needs and makes necessary arrangements for the support of students with medical conditions.

CLHS strives to ensure that students with medical conditions have the opportunities to experience these activities whilst not having a negative impact on their medical conditions.

Responsibilities: trip leader

At least two weeks before the visit the trip leader will;

- identify students with medical needs/conditions
- collate relevant IHCPs

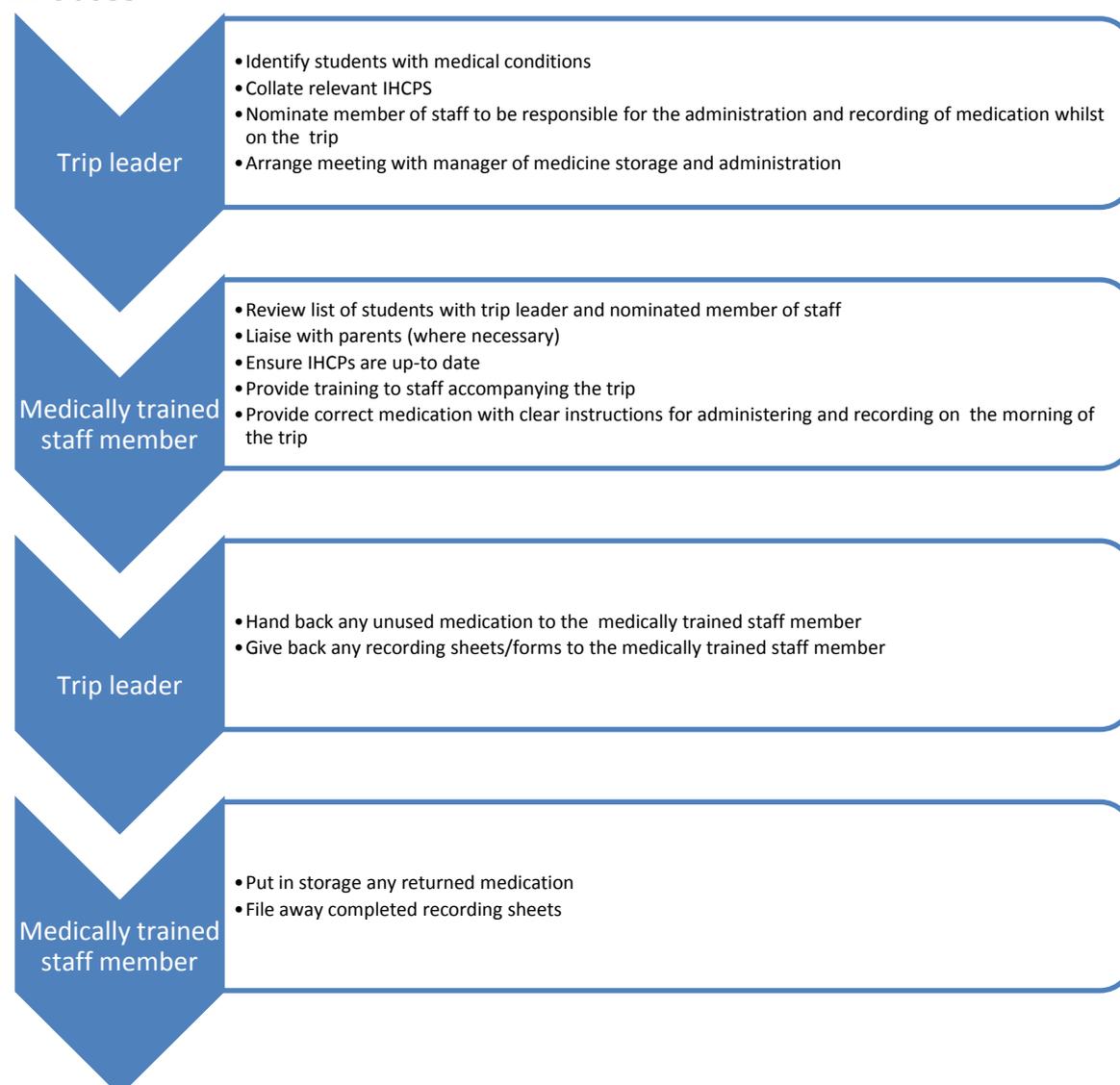
- arrange a meeting with medical staff to discuss pupils needs and IHCPs
- nominate member of staff to be responsible for the administration and recording of medication whilst on the trip
- hand back any unused medication and recording sheets/forms to school medical staff

Responsibilities: medically trained staff

The medical staff member will:

- Liaise with parents (where necessary)
- Ensure IHCPs are up - to-date
- Provide training to staff accompanying trip
- Provide the correct medication with clear instructions for administering and recording on the morning of the trip.
- Put in storage any returned medication and file away completed recording sheets.

Process



7: Transition

When enrolling their child at CLHS, parents/carers are asked if their child has any health conditions or issues. If they do, these are entered on the enrolment form. Parents are later contacted by the manager of medication to find out further details regarding their child's medical condition.

If, after consultation with the parent and previous school, it is deemed necessary, an IHCP will be compiled. This information will be passed on to the school nurse. Where appropriate, meetings may be arranged with one or more of:

- parents
- previous school
- school nurse
- specialist medical staff (e.g. diabetes nurse)

8: Emergency procedures

Where relevant, each IHCP will explain what arrangements to make when dealing with an emergency. As part of the general risk assessment, school will have arrangements in place for dealing with emergencies for all school activities including school trips within and outside the U.K.

In the event of a student needing to be taken to hospital, staff will stay with the student until the parent/carer arrives. If the parent is unavailable a member of staff will accompany the student taken to hospital by ambulance. Staff accompanying a student who has an IHCP will take a copy of the IHCP with them.