



Poole High School

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Medical Policy

Staff Link:	P Rolle	Date	Nov. 2020
Governor Link:	P Woodroffe	Next Review	Nov. 2021
Subsequent Reviews:	Annually		

AIM

Poole High School believes the welfare and health of all students are paramount. We aim, to ensure that students with medical needs receive the proper care and support whilst in school, to remain healthy and achieve their academic potential. In doing so, we would ensure that each student with medical needs could access and enjoy the same opportunities at school as any other child. Focusing on the needs of each individual and how their medical condition affects their school life and the ability to learn, whilst increasing confidence and promoting self-care.

INTRODUCTION

The school follows the DfE's 'Supporting pupils at school with medical conditions' (Dec 2015), which provides guidance in supporting students, with medical needs. All staff, governors, parents and carers are made aware and have access to this policy.

There is no legal duty that requires school staff to administer medicines. However, schools need to make reasonable allowances for students with disabilities and students with medical needs. Furthermore, in an emergency, all teachers and other staff in charge of students have a common law duty to act for the health and safety of the student in their care – this may mean giving medicine or medical care. The school ensures that there are sufficient members of staff who are appropriately trained to manage medicines as part of their duty.

The school will aim to support students' welfare by working in partnership with parents/carers/guardians, ensuring that medicines are administered in accordance with the students' needs and parents/carers'/guardians' wishes. It may be necessary in certain circumstances to draw up a Health Care Plan¹, supported by the School Nursing Team, highlighting the individual needs and the roles of all those involved. However, it must be emphasised that primary responsibility for a child's health rests with the parents (which term includes carers and guardians).

STUDENTS WITH MEDICAL NEEDS – INFORMATION REQUIRED

Parents have the prime responsibility for their child's health and should provide the school with all up to date information on their child's conditions, treatment and emergency contacts, prior to entry to school. This may include details from their child's Doctor or Paediatrician, if required. Parents are asked to complete the Medical information via the online Sims portal with all applications for admission to Poole High School. This can be updated at anytime should a student's medical needs change during their time at Poole High School. Should medical treatment become necessary after admission, parents must inform school immediately. If a student is on an individual Health Care Plan, parents must also notify the school of any changes to medication and supply medicines in the original container, with the dispenser's label and current directions on.

INFORMATION SHARING WITHIN SCHOOL

Photographs of students with specific conditions i.e. allergy, epilepsy, or other severe medical conditions are displayed in the staff room. Heads of year groups, individual teachers and staff entrusted with the care of a child that has medical needs, will be given the necessary information, arrangements or procedures, prior to teaching or supporting that young person in their care. A directory list of all students with medical conditions is also maintained and updated regularly by the

Student Welfare Officer for staffs' information, when required. Brief notes are also added to our SIMs systems on the students' individual profiles.

PRESCRIBED MEDICINES

Medication prescribed by a Doctor, Dentist or Nurse Prescriber can only be given in school at times where administration of medicine is more than 3 times a day or needs to be taken with food. Medication that needs to be given 3 times a day can be administered at home, in the morning, after school and at bedtime. Medicines should always be provided in the original container with the prescriber/pharmacist instructions for administration and dosage. **Parental/carer/guardian's consent is required before the administration of any medication.**

The school cannot accept medicines that have been taken out the original container or accept changes to dosage on parental instructions. All changes must be clarified by a medical professional before administration, in writing and provided by the parent.

It is school policy to recognise that students play a role in managing their own prescribed medication and arrangements supporting students deemed competent in writing, by a medical professional. This will be reflected within individuals' Health Care Plans. Generally, medication should not be carried by a student unless previously arranged and/or they have a specific condition listed below, whereby they need immediate access to medication. The only exception may be where it is explicitly specified that assistance by a trained member of staff is required in dispensing the medication. Again, these will be reflected in a Health Care Plan.

Inhalers: Students with Asthma must carry their own inhaler. This ensures it is readily available for use prior to exercise or at the onset of an attack. The School recommends that a spare is housed in the medical room.

Auto injectors: Auto injectors should be carried by students capable and trained to administer their own medication in an emergency, with spares kept by the school in an easily accessible area, unlocked and central to the whole school (i.e. Staff Room) when required. These should be clearly labelled with the student's details and photograph provided by parents, ensuring they are regularly updated.

Diabetics: It is good practice to keep an 'emergency kit' for diabetic students in addition to what they carry themselves. Students will be asked to only carry retractable lancet needles to prevent accidental injury to others and possible cross-infection. This should all be provided by parents, clearly labelled with the student's name and kept in the Medical Room.

Prescribed medication can only be used on the student clearly named on the medicine and must not be given to another person, even if it is the same medication.

It is an offence for a student to share their medication with another person.

NON-PRESCRIBED MEDICINES

It is not common practice for school to administer non-prescribed medication supplied by parents unless it has been deemed detrimental to the child's health or school attendance not to do so. Any non-prescribed medication (painkillers) previously arranged with school and supplied by parents for their child, must be in the original container. Written instruction from the parent giving authority to administer medication with the dose and time is required. Any future doses given for ongoing general pain must always be verified with parents before administration, to clarify previous doses taken.

SCHOOL PARACETAMOL

Poole High School does carry a limited amount of Paracetamol for emergencies ONLY. This means for accidents that happen within school time (except head injuries as painkillers can mask concussion) and for students who are waiting to be transported to hospital. Parental consent will be sought by phone call. Paracetamol is NOT given for ongoing ailments that parents could provide for, for forgotten medication or for ailments or pains. This is also highlighted in the 'Medical Advice for Parents Form'²

SHORT-TERM MEDICAL NEEDS

Short course medication may be prescribed for a child during their time at school. This may be antibiotic treatment or applied lotions. Again, these must be supplied in the original containers with prescriber's dosage instructions, accompanied with written consent by a parent for the school to administer.

LONG TERM MEDICAL NEEDS

The school requires information on a student's particular needs before admission into school or when they first develop a medical need.

It may be necessary, although not always, to develop a Health Care Plan. This would involve parents, the child concerned, student welfare officer and health professionals. The Poole Primary Care Nurses or nurse specialist appointed for specific conditions, will help the school draw up a written agreement with parents identifying the level of support that is needed. This will clarify the specific needs and important information for staff, parents and student.

An interim Care Plan can be drawn up in consultation with parent to support a student with apparent needs still undergoing diagnosis. It is not necessary to have a formal diagnosis before providing support. However, some form of medical evidence may be required to base the level of support needed or agreed. In addition, a member of staff or nurse can initiate a Care Plan on consultation, or the review of one, but plans should be made to involve all parties mentioned.

A review will be jointly agreed, ensuring this will be updated only when the child's needs change or earlier if evidence is presented that a child's medical needs have changed.

RECORDING OF MEDICINES, ACCIDENTS AND WELFARE CONCERNS

A note of any student and their symptoms admitted to the Medical Room will be logged in the Daily Medical Book and SIMs database. This also applies to any first aid treatment on students around the school. Any medications dispensed as agreed with a parent in writing or as part of a Health Care Plan must also be logged in the Daily Medical Book as well as any student's own logbooks set up. Individual logbooks may be set up with prior agreement between school and parents to enable clear monitoring for outside professionals such as Doctors, Paediatricians and Health Care Specialists. The Student Welfare Officer and Welfare Assistant maintain these logs.

STORAGE OF MEDICATION

Medication will be stored strictly in accordance with product instructions (paying particular note to temperature). This will mostly be in a lockable medical cabinet, fridge or cupboard within the Medical

Room. Only emergency medication like Asthma pumps and Adrenalin Auto injections are kept unlocked, in an easy, accessible box clearly marked with 'Emergency' written on.

All medication is kept in a labelled envelope or box for each student that requires it.

DISPOSAL OF MEDICATION

Parents are responsible for ensuring that date expired medication are returned to the pharmacy for safe disposal. All dates are checked monthly and parents informed when any medication is going out of date. Any medication left at school after a student is specified as 'off roll', and not collected by a parent, will be disposed of at the local pharmacy by the Student Welfare Officer or Welfare Assistant. The school is registered under the Waste (England and Wales) Regulations 2011, for this reason (Gov.uk Oct 2016).

Sharps boxes will always be used for the disposal of needles. Collection and disposal of boxes will be arranged between parent and Student Welfare Officer or Welfare Assistant.

EMERGENCY PROCEDURES

In the event of an emergency, every effort will be made to contact a parent, so that they may accompany their child to hospital. If a parent cannot be located a member of staff will accompany the child taken to hospital by ambulance and remain until the parent arrives. Health professionals are responsible for any decisions on medical treatment when parents are not available.

AED (HEART DEFIBRILLATOR)

A heart defibrillator is kept in the Staff Room hung underneath the Emergency Box, for emergency use for the public, staff and students, should they go into cardiac arrest. Although staff/first aiders have relevant training, the AED equipment can be used easily by an untrained member of staff in an emergency, under guidance from the emergency services (DfE, April 2016). The Student Welfare Officer maintains the equipment termly.

STAFF TRAINING

The school ensures that staff who administer medicines as part of a previous arrangement, Care Plan or under emergency circumstances are fully briefed in general procedures on medicines and that they receive appropriate training to administer specific medicines e.g. Auto injectors, inhalers and equipment. Training in the administration of specific medications is arranged via the Primary Care Trust School Nurse or Nurse Specialist appointed by the child's GP or hospital Consultant. Records are maintained of all training completed by staff.

The school also ensures that there is a sufficient number of staff qualified as First Aid trained by a recognised body.

In a medical emergency, First Aid is given and an ambulance called if necessary and parents notified. If a student has a Health Care Plan this is given to the ambulance crew. Instructions are given to all first aiders and the main Reception for calling an ambulance. Emergency procedures and information on medical conditions are easily accessible to staff on the school network, they are also signposted to this information periodically.

TRIPS AND VISITS

The school will always encourage students with medical needs to participate in safely managed visits and will make reasonable adjustments to ensure they are not excluded, as far as possible. Planning arrangements and the risk assessment will include the necessary health and safety steps to ensure those students with medical needs participate along with other students.

Parents have a responsibility to inform staff supervising the visit of any medical needs, emergency procedures or medication required for their child so that the necessary arrangements can be put in place to have a member of staff with the appropriate training and knowledge accompany the student. An up to date copy of the students Health Care Plan must be taken on visits, where this is appropriate, to ensure all available information is to hand in an emergency. All trips run by the school will have a least one qualified first aider on duty at all times.

WORK EXPERIENCE

Parents must include details of any medical needs on any Work Experience forms, where they are asked to do so. The Work Experience Co-ordinator will liaise with the external provider/employer and parents as appropriate to ensure there are safe arrangements to meet the needs of any student during placement. An up to date Health Care Plan would need to be shared with the external provider/employer where appropriate.

COMPLAINTS & LIABILITY

Should Parents be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the school's complaints procedure. Making a formal complaint to the Department for Education should only occur if it comes within the scope of section 496/497 of the Education Act 1996 and after other attempts at resolution have been exhausted.

The school will ensure that the insurance policy in place will provide Indemnity and Liability cover regarding the administration of all medicines.

Attached supporting documents:

- ¹ Health Care Plan
- ² Medical Advice for Parents Form

References:

Department of Education (Dec 2015), 'Supporting pupils at school with medication', Gov.uk [online],

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

Gov.uk (Oct 2016), Licenses and Licence application, [online], <https://www.gov.uk/waste-carrier-or-broker-registration>

Department of Education (April 2016), 'Automated external Defibrillator, AEDs, A guide for schools', [online]

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ols.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/519994/AED_guide_for_scho
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