

# Parklands High School



## Supporting Pupils with Medical Conditions Policy

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## Statement of intent

Parklands High School wishes to ensure that pupils with medical conditions receive appropriate care and support at school. This policy has been developed in line with the DfE's guidance released in April 2014: Supporting pupils at school with medical conditions.

Ofsted places a clear emphasis on meeting the needs of pupils with Special educational needs and disabilities (SEND) and this includes children with medical conditions.

At Parklands High School we aim to:

Ensure that all children 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.

Work in partnership with parents and carers to provide effective support for their child's medical condition and ensure that pupils feel safe.

Establish relationships with relevant local health services to help in making decisions about the support we can provide. It is crucial that we receive and fully consider advice from healthcare professionals and listen to and value the views of parents, carers and pupils.

### 1. Key roles and responsibilities

#### 1.1. The local authority (LA) is responsible for:

- 1.1.1. Promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- 1.1.2. Providing support, advice and guidance to schools and their staff.
- 1.1.3. Making alternative arrangements for the education of pupils who need to be out of school for fifteen days or more due to a medical condition.

#### 1.2. The governing body is responsible for:

- 1.2.1. The overall implementation of the Supporting Pupils with Medical Conditions Policy and procedures of Parklands High School.
- 1.2.2. Ensuring that the Supporting Pupils with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 1.2.3. Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 1.2.4. Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.

- 1.2.5. Ensuring that relevant training is delivered to staff members who take on responsibility to support children with medical conditions.
- 1.2.6. Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- 1.2.7. Keeping written records of any and all medicines administered to individual pupils and across the school population.
- 1.2.8. Ensuring the level of insurance in place reflects the level of risk.

**1.3. The headteacher is responsible for:**

- 1.3.1. The day-to-day implementation and management of the Supporting Pupils with Medical Conditions Policy and procedures of Parklands High School.
- 1.3.2. Ensuring the policy is developed effectively with partner agencies.
- 1.3.3. Making staff aware of this policy.
- 1.3.4. Liaising with healthcare professionals regarding the training required for staff.
- 1.3.5. Making staff, who need to know, aware of a child's medical condition.
- 1.3.6. Ensuring the Lead Professional develops IHCPs where appropriate.
- 1.3.7. Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- 1.3.8. Ensuring the correct level of insurance is in place for teachers who support pupils in line with this policy.
- 1.3.9. Ensuring the LP contacts the school nursing service in the case of any child who has a medical condition.
- 1.3.10. Ensuring the LP organises first-aid training.

**1.4. Staff members are responsible for:**

- 1.4.1. Taking appropriate steps to support children with medical conditions.
- 1.4.2. Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons.
- 1.4.3. Administering medication, if they have agreed to undertake that responsibility. (In this school this is the Lead First Aider and one other)

- 1.4.4. Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility. (In this school this is the Lead First Aider and one other)
- 1.4.5. Familiarising themselves with procedures detailing how to respond when they become aware that a pupil with a medical condition needs help.
- 1.4.6. A number of staff have received EPIPEN training which is renewed every 12 months.

**1.5. School nurses are responsible for:**

- 1.5.1. Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- 1.5.2. Liaising locally with lead clinicians on appropriate support.

**1.6. Parents and carers are responsible for:**

- 1.6.1. Keeping the school informed about any changes to their child/children's health (see appendix A).
- 1.6.2. Completing a parental agreement for school to administer medicine form before bringing medication into school.
- 1.6.3. Providing the school with the medication their child requires and keeping it up-to-date.
- 1.6.4. Collecting any leftover medicine at the end of the course or year.
- 1.6.5. Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- 1.6.6. Where necessary, developing an IHCP for their child in collaboration with the LP, other staff members and healthcare professionals.

## **2. Definitions**

- 2.1. "Medication" is defined as any prescribed or over the counter medicine.
- 2.2. "Prescription medication" is defined as any drug or device prescribed by a doctor.
- 2.3. A "staff member" is defined as any member of staff employed at Parklands High School, including teachers.

## **3. Training of staff**

- 3.1. Teachers and support staff will receive training on the Supporting Pupils with Medical Conditions Policy as part of their new starter induction.

- 3.2. Teachers and support staff will receive regular and ongoing training as part of their development.
- 3.3. Teachers who undertake responsibilities under this policy will receive the appropriate training i.e. EPIPEN, DIABETES, FIRST AID
- 3.4. The clinical lead for this training is the school nurse and the diabetic nurse.
- 3.5. No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering medication.
- 3.6. No staff member may administer drugs by injection unless they have received training in this responsibility.
- 3.7. A record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy will be kept.

#### **4. The role of the child**

- 4.1. Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- 4.2. Where possible, pupils will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in the school office in named drawers.
- 4.3. If pupils refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- 4.4. Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.

#### **5. Individual Healthcare Plans (IHCPs)**

- 5.1. Where necessary, an IHCP will be developed in collaboration with the pupil, parents/carers, LP, Special Educational Needs Coordinator (SENCO) and medical professionals.
- 5.2. IHCPs will be easily accessible whilst preserving confidentiality.
- 5.3. IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- 5.4. Where a pupil has an Education, Health and Care (EHC) plan or special needs statement, the IHCP will be linked to it or become part of it.
- 5.5. Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

## 6. Medicines

- 6.1. Where possible, it is preferable for medicines to be prescribed in frequencies that allow the pupil to take them outside of school hours.
- 6.2. No child will be given any medication unless they have been prescribed it, it is in its original packaging and the dosage is clear. In relation to aspirin and paracetamol verbal consent will be sought.
- 6.3. Where a pupil is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.
- 6.4. No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- 6.5. Medicines MUST be **in date, labelled**, and provided in the **original container** (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- 6.6. A maximum of four weeks supply of the medication may be provided to the school at one time.
- 6.7. Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Drug and Alcohol Policy.
- 6.8. Medications will be stored in the office of Headteacher's P.A.
- 6.9. Any medications left over at the end of the course must be collected. If this does not happen it will be destroyed after a 2 month period.
- 6.10. Pupils will never be prevented from accessing their medication.
- 6.11. Parklands High School cannot be held responsible for side effects that occur when medication is taken correctly.

## 7. Administering medication

- 7.1. Teachers and support staff will receive training on the Administering Medication Policy a further training as appropriate as part of their development.
- 7.2. Medications will only be administered at school if it would be detrimental to the child not to do so.
- 7.3. Prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement.
- 7.4. Staff members may refuse to administer medication. If a class teacher refuses to administer medication, the headteacher will delegate the responsibility to another staff member.

7.5. Where appropriate, pupils will be encouraged to take their own medication under the supervision of a teacher.

7.6. Written records will be kept of any medication administered to children.

## **8. Emergencies**

8.1. Medical emergencies will be dealt with under the school's emergency procedures.

8.2. Where an IHCP is in place, it should detail:

What constitutes an emergency?

What to do in an emergency.

8.3. Pupils will be informed in general terms of what to do in an emergency, such as telling a teacher.

8.4. If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parent or carer arrives.

## **9. First aid**

9.1. Parklands High School accepts its responsibilities under the Health and Safety (First Aid) Regulations 1981.

9.2. Information about pupils with medical conditions will be updated as appropriate.

9.3. The LP is responsible for organising first-aid training.

9.4. New staff members are offered first-aid training as part of their induction. Unless first-aid cover is part of a staff member's contract of employment, people who agree to become first-aiders should do so on a voluntary basis.

9.5. The main office is the school's designated medical area and meets the DfE guidance specifically to:

Be large enough to hold the necessary equipment.

Have washable surfaces and adequate heating, ventilation and lighting.

Be kept clean and tidy at all times.

Be positioned as near as possible to a point of access for transport to hospital.

Display a notice advising of the names, locations and telephone numbers of first-aiders.

Have a sink with hot and cold water, if possible.

Have drinking water and disposable cups.

Have soap and paper towels.

Have a suitable container with disposable waste bags.

- 9.6. The school has one first-aid cabinet, which can be found in the main office. This cabinet contains a sufficient number of suitable provisions to enable the administration of first-aid.
- 9.7. The school has two travelling first-aid containers for use during school trips and off-site visits, which are stored in the main office.
- 9.8. Inventories are kept of all first-aid supplies including expiry dates. Full lists can be found in each first-aid container.
- 9.9. First-aiders will be made aware of any pupils with medical conditions and treat them accordingly, should the need for first-aid arise.
- 9.10. The main duties of the first aiders are to give immediate help to casualties with common injuries and those arising from specific hazards or medical conditions at the school, and ensure that an ambulance or other professional medical help is called where appropriate.
- 9.11. The headteacher will ensure that procedures are in place to report any major or fatal injuries without delay (e.g. by telephone), as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Other reportable injuries will be reported within 10 days.

## **10. Reasonable adjustments**

- 10.1. Parklands High School will meet its duties under the Equality Act 2010.
- 10.2. Parklands High School will make reasonable adjustments for pupils with medical conditions, including the provision of auxiliary aids.

## **11. Avoiding unacceptable practice**

- 11.1. Parklands High School understands that the following behaviour is unacceptable:

Assuming that pupils with the same condition require the same treatment.  
Ignoring the views of the pupil and/or their parents or carers.

Ignoring medical evidence or opinion.

Sending pupils home frequently or preventing them from taking part in activities at school.

Penalising pupils with medical conditions for their attendance record where the absences relate to their condition.

Making parents or carers feel obliged or forcing parents or carers to attend school to administer medication or provide medical support, including toilet issues.

Creating barriers to children participating in school life, including school trips.

Refusing to allow pupils to eat, drink or use the toilet when they need to in order to manage their condition.

## 12. Insurance

- 12.1. Teachers who undertake responsibilities within this policy are covered by the school's insurance.
- 12.2. A copy of the insurance arrangements Parklands has in place which covers staff providing support to pupils with medical conditions is available from the school business manager.
- 12.3. Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the SBM.

## 13. Complaints

13.1. The details of how to make a complaint can be found in the Complaints Policy:

- 13.1.1. Stage 1 - Complaint Heard by Senior Staff Member
- 13.1.2. Stage 2 - Complaint Heard by Headteacher
- 13.1.3. Stage 3 – Complaint Heard by Governing Bodies' Complaints Appeal Panel (CAP)

## Contacting emergency services

**Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.**

**Speak clearly and slowly and be ready to repeat information if asked.**

Your telephone number – **01257 264596**

Your name.

Your location as follows: **Southport Road, Chorley, PR7 1LL**

The satnav postcode: **PR7 1LL**

The exact location of the patient within the school.

The name of the child and a brief description of their symptoms.

The best entrance to use and state that the crew will be met and taken to the patient.

**Appendix A**

Proforma for advising school of a child's medical condition(s)

**Please complete, print off and email to [admin@parklandsacademy.co.uk](mailto:admin@parklandsacademy.co.uk), hand in to school or post**

Name of child .....

Date of birth .....

Address .....

Contact telephone numbers: (please supply as many as possible)

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Name, address and tel. no. of GP

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Medical condition(s) and medication used

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Any additional information

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