



# SIR THOMAS RICH'S

## Pupils with Medical Needs Policy

This Policy was drawn up in accordance with the DfE document *Supporting pupils at school with medical conditions* (December 2015). This document replaces the previous guidance *Supporting pupils at school with medical conditions* (April 2014) and the *Managing Medicines in Schools and Early-Years Settings* (2005).

**Review Date:** March 2018

**Responsibility:** The School's senior management team (SMT) writes the policy on supporting pupils with medical needs. The Headmaster has overall responsibility for policy implementation. It is the responsibility of the Governors' Evaluation and Curriculum Committee to review the medical policy, agree the principles, monitor its implementation and ensure appropriate levels of insurance are in place.

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#### 1. Guiding Principles

- To ensure that all our pupils with medical conditions, in terms of both physical and mental health, are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential like any other child.
- Some medical conditions may be long term, life threatening, others are short-term and less complex. The School will therefore focus on the needs of each individual child and consider how their condition impacts on their school life. Depending on the level of support needed some pupils may require an *Individual Health Care Plan*.
- A list of pupils with known medical conditions is on the staff room notice board and digital staffroom notice board. This is to ensure that all relevant staff are aware of pupils' medical conditions. This information is updated by a member of the administrative team.
- Parents are responsible for their child's medication.
- The School takes all reasonably practicable steps to prevent accidents. In the event of an accident, the first concern will be the care of any person who has suffered injury. However, all accidents must be reported, and the member of staff and others present must complete and sign an Accident Report Form kept by a member of the administrative team. Minor injuries are reported to the HSE Bristol through the online LA system. (See Health and Safety Policy)
- The School acknowledges its duty to safeguard and promote the welfare of children (see also Safeguarding Children Policy), and provide pastoral care to help ensure pupils are protected from harm. The safeguarding of pupils with medical needs will be achieved by placing the interests of the child at the centre of intervention. All staff will have appropriate training in Safeguarding.

## 2. Roles

The Headmaster has overall responsibility for the implementation of the policy and for ensuring that staff are aware of pupils' medical needs. He delegates to Mrs N. Poole (Finance Manager and Health and Safety Officer) the responsibility for ensuring that sufficient staff are suitably trained as first aiders. Mr I. Birchall (First Aid and Medical lead) has oversight of the School's procedures when supporting pupils with medical needs. A number of first aiders (both teaching and support staff) are available on call at any time. In the event of staff absence, the responsibility for briefing supply teachers or cover supervisors lies with the administration assistant, Miss N. Boughton, who will ensure they familiarise themselves with individual pupils' medical needs via the digital staffroom. Risk assessments for school visits are the responsibility of the School Visits Coordinator, Mrs L. Herron. The School is committed to ensuring that all relevant staff are made aware of pupil's medical conditions.

If a pupil's medical condition means that they have Special Educational Need and/or a disability (see SEND Policy), the School's Assistant Special Educational Needs Co-ordinator, Mrs K. Hansen, is responsible for ensuring action is taken to minimise limitations in their access to education. The School Assistant Special Educational Needs Co-ordinator is responsible for the monitoring of individual healthcare plans.

## 3. Procedures

### i) Procedure for Pupils with a medical condition

When the School is notified of a medical condition, the child's name and details will be entered on the medical list by a member of the administrative team. A Health Care Plan will be written if the pupil is likely to require emergency treatment or if he or she has complex medical needs. All staff are notified of additions to the list by the administrative team.

Colleagues organising trips use the medical list and Health Care Plans as part of their planning and for writing risk assessments. All staff attending the trips are briefed on pupils' medical needs and what to do in the event of an emergency or a pupil requiring medical treatment. Before any school trip a risk assessment is carried out. The requirements of pupils with medical needs are considered during this process and plans are put in place for any additional support that may be required. Pupils on school trips should carry their own inhalers, Epipens and insulin. Other (or spare) medication for school trips and residential visits is kept by and is the responsibility of a named adult.

### ii) Procedure for pupils requiring medication

Medication may be left at Reception and kept in the 'MI Room' for safe keeping. If parents wish the medication to be administered by a member of staff they should request this in writing to the Headmaster, giving reasons. We will ask parents of children with medical needs to agree who may act on their behalf to administer medication if the pupil cannot do it themselves. The Headmaster will decide whether the School can assist; no member of staff will be expected to administer medication without receiving appropriate information and/or training. If necessary, the school nurse may be asked to help. Some staff have also been trained in the use of Epipens, defibrillators and in emergency treatment for diabetes. Written records are kept of all medication administered to children, and stored on a central record by a member of the administrative team.

Pupils with conditions such as allergies and diabetes should carry their own emergency medication around school and keep spare/non-emergency supplies (e.g. Epipens, glucose) in the MI Room. It is the responsibility of parents to ensure that pupils have sufficient medication and that it is 'in-date', labelled, provided in the original container and includes instructions for administration, dosage and storage. The

exception to this is insulin which must still be "in-date" but is generally available to schools inside an insulin pen or a pump rather than the original container.

Staff will not give prescription medicines or undertake health care procedures without appropriate training, which will be updated to reflect individual healthcare plans. The School recognises that having first aid certificates does not constitute appropriate training in supporting children with medical conditions. Any side effects of appropriately administered medication will be noted. Medicines when no longer required will be returned to the parents for safe disposal.

Parental consent is sought before a first aider administers paracetamol, unless the School has prior written consent from parents to administer such pain relief when a first aider feels it is appropriate. Pupils under the age of 16 will not be given medicine containing aspirin. No medication will be administered without first checking maximum dosages and the previous dose taken. Staff enter details of any medication given to younger pupils in pupils' diaries for parental information.

Pupils will often be best placed to provide information about how their medical condition affects them. They should be fully involved in discussions about their medical support needs. After discussion with parents, children who are competent should be encouraged to take responsibility for managing their own medicines, equipment and procedures. They will know where their medicines are stored and be able to access them without delay.

### **iii) Procedure for pupils requiring First Aid treatment**

In the event of an accident, injury or illness of a pupil, he/she will be taken to Reception, provided such action does not cause further harm or injury. If in doubt, Reception will be phoned and a trained first aider will be asked to attend the accident location to offer advice and assistance.

### **iv) Procedure for pupils requiring hospital treatment**

If immediate hospital treatment is necessary, Reception will first call emergency services and follow the supporting pupils with medical conditions template (May 2014). Reception will then contact parents on the emergency number listed on the pupil's registration form. If no-one is available on Reception, the ambulance should be called by the person who has found the casualty, and Reception advised so that they can contact parents afterwards. Emergency treatment must not be delayed whilst waiting for parents.

Where possible, a member of staff will accompany a pupil to hospital although, staff have no responsibility to accompany the pupil to the hospital, or to wait with them at the hospital; this is the responsibility of the paramedics and of the hospital. It is the School's practice to investigate all serious accidents, including those not involving injury.

### **v) Pupils requiring Individual Health Care Plans**

Health Care Plans capture key information and actions that are required to support the child effectively. The School will take into consideration the following factors when deciding which information should be recorded:

- The medical condition, its triggers, signs, symptoms and treatments.
- Arrangements for self-managing medication or for administration of medication by a member of staff.
- Who in the School needs to be aware of the condition. Where confidentiality issues are raised by the parent/child, the designated individuals to be entrusted with information about the child's condition.
- The pupil's needs in terms of medication, facilities, equipment.
- Support for the pupil's educational, social and emotional needs.

- Emergency arrangements and contact numbers.
- Additional arrangements for school trips to enable participation.

Health Care Plans are written in consultation with parents and pupils. Not all pupils with medical conditions require one. Health Care plans are appropriate where a child has a medical condition which may require emergency treatment or where a child has complex medical needs. Where a child has SEN but does not have a statement or EHC plan, the special educational needs should be mentioned in the Health Care Plan. Where a pupil has a special educational need identified in a statement or EHC plan the individual health care plan should be linked to or become part of the EHC. Health Care Plans will be published on the digital staffroom notice board which is accessible only to teaching, support and cover staff. Health Care Plans are reviewed annually during the Autumn Term. The member of staff responsible for the development, monitoring and review of Health Care Plans is Mrs K. Hansen (Assistant SENCo). The level of detail on the Health Care Plans will vary according to the pupils needs.

#### **vi) Pupils requiring Intimate Care**

It may be necessary for intimate care to be included in a pupil's Health Care Plan. All children have a right to safety, privacy and dignity when contact of a physical nature is required and, depending on their abilities, age and maturity, will be encouraged to act as independently as possible. The views of the pupil towards their care will be actively sought when drawing up and reviewing formal arrangements and their emotional responses to the intimate care will be carefully and sensitively observed. Any concerns will be passed to the SENCo.

Personal Care

#### **vi) Personal Care**

*See Staff Code of Conduct*

Young people are entitled to respect and privacy at all times and especially in a state of undress, changing clothes, bathing or undertaking any form of personal care. There are occasions where there will be a need for supervision in order to safeguard young people and/or satisfy health and safety considerations. This supervision should be appropriate to the needs and the age of the pupils concerned and sensitive to the potential for embarrassment. Staff need to be vigilant about their own behaviour and mindful of the needs of the pupils with whom they work. Staff should not assist with any personal care task which a pupil can undertake by themselves.

### **4. Staff training and support**

Any member of school staff providing support to pupils with medical needs will have received suitable training. First aid certificated training is supplied by external appropriately qualified providers such as St John's Ambulance etc. (A list of staff who have received medical training with date of certification is available from Mrs N. Poole, (Finance Manager and Health and Safety Officer). Training needs are reviewed regularly by Miss D. Brake (Assistant Head teacher) and the Senior Management Team. First aiders are supported by Mr I. Birchall (First Aid and Medical lead) and Mrs L. Philips (a qualified nurse). Quality assurance is undertaken by participants.

### **5. School Insurance arrangements**

The School insurance policy covers the administration of prescription and non-prescription medication orally, topically, by injection or by tube and the application of dressings. This applies to both straightforward and complex conditions and by appropriately trained staff. Staff training is reviewed on a regular basis.

### **6. Unacceptable Practice**

The School will treat every complaint or injury seriously. The School will not:

- prevent pupils from easily accessing their inhalers and medication and administering their medication when and where necessary;
- assume that every pupil with the same condition requires the same treatment;
- ignore the views of pupils, their parents or ignore medical evidence or opinion;
- send pupils to the school office or medical room unaccompanied or with someone unsuitable;
- penalise pupils for their attendance record if their absences are related to their medical condition e.g. hospital appointments;
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively;
- prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips.

## **7. Complaints**

Should parents be dissatisfied with the support provided for their child they should discuss their concerns with Mrs K. Hansen (Assistant SENCo). If this does not resolve the issue they should make a formal complaint. See the School's Complaints Procedure Policy.

## **Appendix 1**

# **CONTACTING EMERGENCY SERVICES TEMPLATE**

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

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

1. Telephone number – 01452 338400
2. Your name
3. Your location - Sir Thomas Rich's School
4. Our postcode – GL4 0LF

5. The exact location of the patient within the school setting
6. The name of the child, and a brief description of the symptoms
7. Inform Ambulance control of the best entrance to use and state the crew will be met and taken to the patient