

Medical Policy



Supporting Students with Medical Conditions

(Reviewed December 2014)

The Policy takes into account the Code of Practice, Disability Rights Act, Schools Access Initiative, the Equality Act 2010 and Children and Families Act 2014

Governors' Statement of Principles Purpose

- To fulfil the governors' duty of care to students and staff
- To promote teaching and learning and high standards of attainment
- To maintain the ethos of Maghull High School
- To establish procedures for monitoring and review

Introduction

Maghull High School is an inclusive school which supports and welcomes students with medical conditions.

This school aims to provide all pupils with medical conditions the same opportunities as others at school.

In addition to this we also recognise our responsibilities to make provision for students with disabilities under the Disability Rights Act (2003), the Equality Act (2010) and the SEND Code of Practice 2014 where appropriate, both in the school curriculum and additional activities, such as school trips etc.

In order for this to be achieved:-

- Students with medical conditions are encouraged to take control of their condition and be supported as much as possible to feel confident in the support they receive from school to help them do so
- Parents / carers need to feel secure in the care their children receive at school
- Parents / carers have the prime responsibility for their child's health and should provide school with information about their child's medical condition
- Staff understand their duty of care to students in the event of an emergency and what to do
- The school understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill-managed or misunderstood and welcome advice from medical teams
- Staff have written knowledge of the common medical conditions affecting students at our school
- The policy is understood and supported by the whole school community

The policy outlines the responsibilities of the school, parents / carers and students in order to ensure that everyone is clear about their respective roles.

Roles and Responsibilities

Members of the school know their roles and responsibilities in maintaining an effective Medical Policy.

Maghull High School works in partnership with all relevant parties including the schools' governing body, school staff, parents / carers, healthcare professionals and students to ensure the policy is implemented successfully.

The Governing Body:-

- Establishes in conjunction with the Headteacher, staff and parents, the Medical Policy and keeps it under review. It ensures that it is communicated to students and parents, and where relevant to external agencies, is non-discriminatory and that expectations are clear. Governors support the school in providing high standards of care

Parents / Carers

- Tell the school if their child has a medical condition
- Assist with the Health Care Plan and ensure it is accurate and up to date

- Work with the Inclusive Support Team if appropriate, to reach agreement on the school's role in supporting their child
- Inform the school about medication their child needs during school hours
- Inform the school of any medication or additional assistance their child need while taking part in activities out of school
- Tell the school about any changes to their child's condition / medication
- Follow the Storage of Prescribed Medicines Policy if appropriate
- Keep their child at home if they are not well enough to attend school
- Provide confirmation from a health professional of their child's fitness to attend school, if requested to do so by the school

Students

- Treat all students equally and with respect
- Follow the school's Behaviour for Learning Policy
- Tell parent, teacher, non-teaching member of staff if they are not feeling well
- Treat all medication with respect
- Know how to gain access to their own medication in an emergency
- Know how to take their own medication
- Ensure a member of staff is called in any emergency situation
- Support any student who is not well

The Headteacher

- Designates a key person (Assistant Head of Inclusion) to oversee the overall implementation of the Policy
- Ensures the policy promotes inclusion and is in line with local and national guidance
- Ensure liaison between interested parties
- Ensure the policy is put into action and communicated to all concerned and that information sharing systems regarding Health Care Plans are effective
- Ensures student confidentiality within the remit of the Confidentiality Policy
- Assess and address as appropriate the training and development needs of staff
- Ensures staff, including new staff, know the Medical Policy
- Monitor and review the policy annually and update it in accordance with the review recommendations and recent local and national guidance and legislation
- Report to the Governing Body on the implementation of the policy

Staff who have responsibility for students, have a responsibility to:-

- Understand the school's Medical Policy
- Know which students in their care have a medical condition and be familiar with their Health Care Plan
- Be aware of potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- Know the school's Ambulance Request Guidelines
- Ensure students who carry their medication have it with them when they go on a school visit
- Allow students to have access to their emergency medication if needed
- Ensure students with medical conditions are included in activities as far as practicable

Teaching staff have a responsibility to:-

- Be aware that medical conditions can affect a students learning, provide extra help as appropriate in order for students to catch up on work missed
- Liaise with parent / carer via Key Stage Director if a student is falling behind with work due to their medical condition

- Use opportunities such as Tutorial time, assemblies and other areas of the curriculum to raise students' understanding about medical conditions

Staff with first aid training have a responsibility to:-

- Assist casualties with common injuries or illnesses
- When necessary ensure that an ambulance or other professional medical help is called

Mrs E Garrahan:-

- Implements and updates the Medical Policy
- Assists with the creation of Health Care Plans
- Knows which students have a medical condition and have special educational needs and subsequently advise teaching colleagues

Procedures

The procedures arising from this policy will be developed by the Assistant Head of Inclusion in consultation of focus groups. The procedures will make the school's provisions and will have a clear rationale which is shared with staff, students and parents. The procedures will be consistently followed with regard to individual circumstances and promote the idea of personal responsibility and that every member of the school has a responsibility.

Training

The school will ensure that appropriate training on aspects of medical issues, emergency procedures and inclusive practice is provided to support the implementation of the policy.

Involvement with outside agencies

The school works positively with outside agencies. Actively seeks support from them to ensure that the needs of all students are met by utilising the range of external support available.

Review

The Headteacher in consultation with the staff will monitor and review the Medical Policy and procedures and evaluate them to ensure that the operation is effective, fair and consistent.

The Headteacher will keep the Governing Body informed.

The policy and procedures will be reviewed to ensure their continuing appropriateness and effectiveness. The review will take place in consultation with the Headteacher, Governing Body and Staff.

Medical Policy Procedures and Guidelines

The Medical Policy is supported by a clear communication plan for staff, parents / carers.

- Students are informed about the policy through School Council and in assemblies
- Parents / carers are informed about the policy by including the rationale and purpose on the school's website and signposting access to the policy; when communication is sent out about Health Care Plans when their child joins the school
- For an overall review the school records medical issues on SIMS which provides students photographs, date of birth, medical condition, medication and storage arrangements, whether they have a Health Care Plan, the level of risk associated with their condition and whether the student carries their own medication with them
- Copies of Health Care Plans are given to staff at the beginning of each academic year
- The School Nurse Team are informed about the policy and is consulted on Health Care Plans, guidance and implementation

Staff understand what to do in an emergency for the most common serious medical conditions.

- Staff are aware of our students' most common serious medical conditions: diabetes, epilepsy, asthma, anaphylaxis
- Staff understand their duty of care to students in the event of an emergency. In an emergency situation staff have a common law duty to act like any prudent parent, which may be in exceptional circumstances extend to administering medication
- Staff who work with groups of students know what to do in an emergency for the students in their care with medical conditions and follow the 'Ambulance Request Guidelines' as necessary
- Action for staff to take in an emergency for the common serious medical conditions at our school is displayed in prominent locations
- The school uses Health Care Plans to inform appropriate staff of the medical conditions and emergency procedures for students in their care
- A copy of the students Health Care Plan is sent to the emergency care setting wherever possible

Staff understand and are trained in the school's general emergency procedures.

- All staff know the school's Ambulance Request Guidelines and who to contact within school should a medical emergency occur
- If an ambulance is required to attend school in an emergency, the call should usually be made by Reception (extension 100 or 111)
- The ambulance should only be called by other members of staff when it is deemed an extreme or urgent situation in which any time delay may have an adverse effect on the student's / adult's condition or if extra advice from the ambulance service is urgently required. Information needed to make the emergency call: name, age and location of casualty
- Reception (or the member of staff making the call) will give the emergency services details of the best route by which the casualty can be reached
- Reception to contact parent / carer and inform them of their child's condition and what action has been taken. In the case of a member of staff,

Headteachers PA will contact next of kin if the casualty is unable to do so, or is medically unable to give permission

- Parent / carer or next of kin will be asked to go to Main Reception where they will be met by a member of staff who will escort them to the casualty, unless it is more expedient for them to meet the casualty at the hospital
- When reception is notified of the emergency, any stored medication, the student's Health Care Plan (if applicable) and a mobile phone (if required) will be sent to the casualty's location
- The Health Care Plan may also be of use to the paramedics on their arrival

The school has clear guidance on the administration of medication at school.

- All students are encouraged to administer their own medication
- Parents of students with long term medication needs must liaise with the responsible key worker if their child needs assistance or supervision in administering medication
- No child under the age of 16 can be given medicines without their parent/carer's written consent
- If in any doubt, staff will not administer the medication but will check with the parent / carer or a health professional before taking further action
- If staff have concerns relating to the medication needs of a student, parent / carer will be contacted for guidance
- 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
- Training is given to all staff members who agree to administer medication to students, where specific training is needed
- Parents / carers must understand that if their child's medication changes or is discontinued, they should inform school immediately
- Staff leading off-site visits are aware of any students with medical conditions through the Health Care Plans. They carry information about the type of condition and what to do in an emergency
- If a student misuses medication, either their own or another student's, parent / carer is informed and the school's usual disciplinary procedures apply

The school has clear guidance on the storage of medication in school.

- If a student's emergency medication is stored in school, it is readily available during the school day or at off-site activities
- Most students carry their own emergency medication at all times and must keep their medication securely
- All non-emergency medication is kept securely, according to the Prescribed Medicines Policy
- Whilst it is the parent/carer's responsibility to ensure medication is in date, the responsible key worker checks expiry dates for all medication stored in school, and notifies parents / carers via students when medication is about to expire. Documentation is kept of these checks
- Medication is stored according to instructions, refrigerated if necessary.
- Sharps boxes are used for the disposal of needles. Parents / carers obtain sharps boxes from their child's GP or paediatrician on prescription

The school has clear guidance about record keeping.

- Admissions forms: parents are asked if their child has any health conditions or health issues, including allergies
- **Health Care Plans:** the school draws up a plan to record important details about individual students' medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the Health Care Plan if required
- **Purpose of Health Care Plans:** to inform staff about the needs of students with a medical condition; to identify common or important individual triggers for students with medical conditions; to ensure emergency care services have a timely and accurate summary of a student's current medical management and healthcare in the event of an emergency; to remind parents and students to ensure any medication kept at school is within its expiry date
- The Health Care Plan is based on the information provided by parent / carer, healthcare professional if appropriate, and the student
- A draft copy is sent home for student and parent to check and return to school
- Health Care Plans are used to create a central register of students with medical needs.
- R Watson and S Turner has responsibility for the Health Care Plans.
- Parents are regularly reminded to update school with any changes to their child's Health Care Plan as and when necessary.
- Health Care Plans will be sent home at the end of each school year, in order for families to make any changes.
- Parents and students are provided with a copy of the child's Health Care Plan.
- Health Care Plans are also kept in a central location in school and on SIMS
- For an overall view, the school records all information on SIMS which provides student's photograph, DOB, medical condition, medication and storage arrangements, whether they have a Health Care Plan, the level of risk associated with their condition and if the student carries medication with them.
- Copies are given to first aiders and are in the Support folders which are given to all staff at the start of each Academic year.
- All members of staff who work with groups of students have access to the Health Care Plans for students in their care.
- The school ensures that all staff protect student confidentiality.
- The school will provide emergency services with a copy of the Health Care Plan.
- The school seeks permission from the student and parent before sharing any medical information with any other party, such as when a student is on a Work Experience placement.
- Staff leading off-site visits take copies of any relevant Health Care Plans.