

# Birkdale High School



Birkdale  
High School

Aspire - Thrive - Succeed

## Supporting Pupils with Medical Conditions Policy

June 2017



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### Supporting Pupils with Medical Conditions Policy

<i>Date of Policy:</i>	<i>June 2017</i>
<i>Member of staff responsible:</i>	<i>Headteacher</i>
<i>Review date:</i>	<i>June 2019</i>

#### **RATIONALE**

Birkdale High School is an inclusive community that welcomes and supports pupils with medical conditions.

Birkdale High School aims to provide all pupils with any medical condition the same opportunities as others at school.

#### **GENERAL PRINCIPLES**

Birkdale High School recognises the statutory guidance for 'Supporting pupils at school with medical conditions', September 2014.

The School will listen to the views of pupils and parents; they should feel confident in the care they receive from this School and that the level of care meets their needs. The School understands that pupils with the same medical condition will not have the same needs.

The school understands that certain medical conditions are serious and potentially life threatening, particularly if poorly managed. Where necessary an Individual Healthcare Plan (IHP) will be drawn up to advise what support is required in school, and what help they may need in an emergency.

- Staff understand the common medical conditions that affect children at this school and receive training on the impact medical conditions can have on children.
- All staff will understand the medical conditions of pupils at this school and understand their duty of care to children and young people and know what to do in the event of an emergency.
- Staff are trained in what to do in an emergency for the most common serious medical conditions at this school.
- The School understands the importance of medication and care being taken as directed by health care professionals and parents.
- Birkdale High School has clear guidance on the administration and storage of medication.
- Birkdale High School has clear guidance on record keeping.
- Birkdale High School ensures that the whole school environment is inclusive to children with medical conditions, including educational, physical and extra-curricular activities which take place in or out of school.

## RESPONSIBILITIES

The Headteacher has overall responsibility for the development of this policy, and for the development of Individual Health Care Plans. The responsibility for the implementation of the policy is devolved to the Assistant Headteacher with responsibility for Safeguarding. The responsibility for drawing up IHP's is devolved to the Assistant Safeguarding Officer. The School will make sure that there are sufficient staff who have been trained to implement and deliver the policy, including administer medication and meet emergency care needs. The School's governing body will make sure that the policy is readily accessible to parents and staff, and ensure that there is the appropriate level of insurance and liability cover in place.

This school's 'Supporting pupils with medical conditions policy' is drawn up in consultation with a wide range of local key stakeholders within both the school and health settings. Collaborative working arrangements are in place to enable the stakeholders to work in partnership to ensure that pupils' needs are met effectively, and a clear communication plan is in place to ensure its implementation.

### School

- All staff, including supply staff, will have an understanding of the medical conditions that affect pupils at this School and that they may be serious, adversely affect a child's quality of life and impact on their ability to learn.
- Ensure children at this school with a medical condition that has daily care requirements or may require emergency treatment will have an individual healthcare plan (IHP) to consider the effect of their medical condition on their school life and explain what help they need in an emergency. The IHP will be drawn up, when necessary, with parents, pupils, and HLTA and with the guidance of health care professionals. The IHP will accompany a pupil should they need to attend hospital.
- Provide sufficient appropriately trained staff to support pupils with medical needs, including preventive and emergency measures so that staff can act quickly when a problem occurs.
- Make a termly check on the medication that is held and remind parents of medication that is low in stock or close to expiry, however the responsibility for ensuring sufficient in date medication is held is the responsibility of the parent.

### Parents

- To be responsible for all their child's medical needs.
- Notify school on enrolment or initial diagnosis of their child's medical condition and promptly provide sufficient information from relevant healthcare professionals regarding their son's medical needs, including if their needs change.
- Engage in the development and review of their son's Individual Health Care Plan.
- Carry out actions agreed in the IHP e.g. provide medication, ensure that they or another nominated adult are contactable at all times and inform school promptly of any changes to emergency contact numbers.
- To be responsible for ensuring that sufficient supply of medication is provided to meet their son's needs, and to replace medication promptly upon expiry or at the request of the school.

## PROCEDURE

### Staff training and support

- All staff are aware of the most common serious medical conditions and what to do in an emergency. They are provided with training to support a pupil with medical needs during induction (including supply staff), through access to IHP's and through annual refresher up-dates from healthcare professionals.
- School has additional first aid trained staff to provide emergency care, including administering the emergency asthma inhaler and in the use of defibrillators.
- Pupils at this school learn what to do in an emergency situation, e.g. alerting a member of staff.
- Pupils with medical conditions which affect their academic progress will be referred to the school's SENCO for support on the advice of medical professionals.
- All staff are alert to the potential for social problems that pupils with medical conditions may experience, and opportunities such as PCHE days are used to raise awareness and help promote a positive environment.

### Medicines in School

Birkdale High School has clear guidance on providing care and support and administering medication at school. This school understands the importance of medication being taken and care given as directed by healthcare professionals and parents, and detailed in the pupil's IHP.

However medicines should only be taken in school when it is essential to be administered during the school day, and only ever administered with **prior written consent**.

### Emergency Medication

- All pupils who require emergency medication will require an Individual Health Care Plan to be completed. This will include information on the medical condition including written consent to administer medication, as well as what to do in an emergency situation.
- Pupils are encouraged to carry and administer their own emergency medication, when it has been determined that they are able to take responsibility for doing so. The exception to this is if they are controlled drugs as defined in the Misuse of Drugs Act 1971.
- All use of medication defined as a controlled drug, even if the pupils can administer the medication himself, is done under the supervision of staff.
- Where medication is held by school, it must be provided in the original dispensing container together with the prescriber's instructions for administration, including dosage and expiry date.
- All pupils for whom emergency medication is stored in school have access to their emergency medication via the main school office which is staffed at all times.
- If a pupil's medication changes or is discontinued, or the dose or administration method changes, parents are responsible for notifying the school without delay.
- If a pupil refuses their medication, staff will record this and parents will be informed.
- A record is kept of all medication administered to pupils.
- An emergency reliever (Salbutamol) inhaler may be used for pupils with asthma, or who have been prescribed an inhaler as reliever medication, if the pupil's prescribed inhaler is not available. The school will endeavour to obtain prior written consent, but in the event of an emergency the emergency reliever inhaler will be used **on the** advice of healthcare professionals or a member of the Senior Leadership Team.
- A register is kept of all pupils who have a diagnosis of asthma, and whether consent is held for the use of the emergency inhaler. A record is kept of the use of the emergency inhaler, and parents are informed that their son has used the emergency inhaler.
- First aid staff are trained in the protocol for the use of the emergency inhaler.

## Non-Emergency Medication

- To safeguard the well-being of all pupils, medication should always be brought into the school office by parents or a nominated adult. Students should never carry medication unless it is emergency medication as described on their IHP.
- Medication will only be administered where it would be detrimental to the pupil's health not to be administered during the course of the school day. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.
- Medication will not usually be administered unless prescribed by a qualified health care professional.
- Medication (both prescription and non-prescription) will only be administered to a child where **prior written consent** for that particular medicine has been obtained from the child's parent.
- Medication will only be accepted when provided in the original dispensing container with the prescriber's instructions for administration.
- Non-prescription medication will only be administered in exceptional circumstances and for a maximum of three days.
- Medicine should be provided in the original packaging, and include information on dosage provided by the pharmacist or manufacturer. Medicine containing aspirin will not be accepted unless prescribed by a doctor. Medication, e.g. for pain relief, should never be administered without checking maximum dosages and when the previous dose was taken. Parents should be informed.
- If a pupil refuses their medication, staff will record this and parents will be informed.
- A record is kept of all medication administered to pupils.

## Storage of Medication at School

- **Emergency medication** is usually carried by the pupil at all times where the pupil is deemed to be able to manage their own medicines, and pupils should advise the office if they need to self-administer to ensure records are up-dated. Back-up medication is securely held in the main office, and readily accessible to pupils.
- **Non-emergency medication** is kept in a secure lockable cabinet which meets the requirements of the Misuse of Drugs Act. Staff ensure that medication is accessible only to those for whom it is prescribed, and a record is kept of doses administered and stocks held.
- Unused medicines should be collected by a parent to arrange for safe disposal. Sharp boxes should always be used for the disposal of needles and other sharps.
- Parents should make arrangements to collect medication/medical equipment at the end of each school year, and to provide new and in-date medication at the start of each school year.

## Record keeping

- Parents are asked on enrolment to inform if their son has any medical needs.
- An Individual Health Care Plan is used to record medical needs, developed with school staff, pupil, parent, and healthcare professional (as appropriate).
- There is a central register of pupils IHP's, and the Assistant Headteacher Safeguarding/Assistant Safeguarding Officer has responsibility for this register.
- IHP's are reviewed regularly, and at least annually.
- Parents and relevant healthcare professionals hold a copy. School staff are aware of and have access to IHP's for the pupils in their care.
- Pupils' confidentiality is respected, and consent is sought from parents prior to sharing medical information.
- An accurate record is kept of all medication administered and stocks held, including the dose, time, date and supervising staff.

## **EDUCATIONAL VISITS**

- Risk assessments are carried out by the trip organiser prior to off-site activities and medical conditions will be considered during this process. Consideration will be given to how all pupils will be able to access the proposed activity, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.
- Parents must provide written up-to-date information on their child's medical condition prior to the trip, and advise on how it is to be managed during the trip.
- Trip leaders will have access to pupil's IHP, and must fully brief staff on pupils' medical needs.
- Prior to any overnight visits a meeting will be held with parents and healthcare professionals as appropriate, to discuss and plan for any additional care requirements that may be needed. This is recorded in the IHP/medication consent forms which will accompany them on the trip.
- Consideration must be given to whether a trained first aider is required to accompany the trip, who will be responsible for all medication/medical equipment, including secure storage of routine and emergency medication, and recording of any medication administered.
- Consideration will be given to whether it will be necessary to carry an emergency reliever (Salbutamol) inhaler for use in emergencies.

## **EMERGENCY PROCEDURE**

- All staff, including temporary and supply staff, understand and are trained the school's general emergency procedures, and know what action to take in an emergency.
- All staff receive training in what to do in an emergency and this is refreshed at least once a year.
- Sufficient staff are trained in first aid and know what action to take in an emergency.
- Sufficient staff are trained to administer medication and understand the procedures to be followed.
- The pupil's IHP explains what constitutes an emergency for the pupil and the action to be taken. A member of staff will accompany a pupil who needs to go to hospital by ambulance and stay with them until a parent arrives. They will not take pupils to hospital in their own car. The IHP will accompany the pupil, and permission will be sought and recorded for sharing the IHP within emergency healthcare settings.

## **STAFF**

If staff have any medical condition that may require emergency care, their line manager should be informed and following discussion the line manager must pass pertinent information to relevant staff, e.g. first aiders, having gained consent to do so. Where staff are taking medication which may affect their ability to care for children, they must inform their line manager and seek medical advice.

If staff bring medication onto school premises they must ensure it is securely stored, and out of reach of children, at all times, and are welcome to use the medicine cabinet for this purpose.

## **COMPLAINTS**

If pupils or parents are not satisfied with the support provided they should discuss their concerns 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.

## **DISSEMINATION**

The policy will be placed in the staff handbook, and will form part of Staff Induction and Supply Staff procedures. All members of staff are responsible for familiarising themselves with its contents. A copy will be kept in Reception for quick reference. It will be available to all stakeholders via the School website.

### **Glossary**

Controlled drug – some prescription medicines are controlled under the Misuse of Drugs legislation, and as such have stricter legal controls applied to them to prevent them being misused, obtained illegally or causing harm.

Emergency medication – response medication such as epi-pens and asthma inhalers.

### **References**

Guidance on the use of emergency inhalers in schools, Department of Health March 2015  
Supporting pupils at school with medical conditions, Department for Education December 2014

## **APPENDICES**

A Model process for developing individual healthcare plans

B Liability Insurance

C Standard Individual Healthcare Plan

D Request to administer prescription medication – short term

E Request to administer non-prescription medication – short term

F Parental agreement to administer prescription medicine

G Parental agreement to administer inhalers

H Emergency inhaler consent form

I Health Care Plan – proforma for Epilepsy information

## Appendix A

### Process for developing Individual Healthcare Plan

Parent or healthcare professional informs school that pupil is: due to attend school as a new pupil, is newly diagnosed, is due to return to school after a long-term absence, or that his needs have changed.



Assistant Headteacher (Safeguarding) co-ordinates meeting to discuss pupil's medical support needs; identifies member of school staff who will provide support to pupil.



Meeting to discuss and agree upon need for IHP to include key school staff, pupil, parent(s)/guardian(s), relevant healthcare professional(s) – or to consider written evidence provided by them. If there is a lack of consensus on the need for an IHP, the final decision will be made by the Assistant Headteacher (Safeguarding).



IHP developed in partnership – agree who leads on writing it.  
Input from healthcare professional must be provided.



School staff training needs identified. Healthcare professional(s) to deliver training and a record of staff attending to be kept.  
Training to be renewed annually.



IHP to be implemented.



IHP reviewed annually or when pupil's condition changes. Parent or healthcare professional to initiate.



