

Medical Policy May 2019

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Introduction

This policy is written in line with the statutory requirements set out in the *Equality Act 2010* and the government's statutory and non-statutory guidance as set out in [Supporting Pupils at School with Medical Conditions](#) released in December 2015. The policy is also written in compliance with the statutory requirements set out in section 100 of the *Children and Families Act 2014*.

Aims

Bournville School aims to ensure that all students in our school are properly supported in school so that they can play a full and active role in school life, remain healthy, make a positive contribution, achieve their academic potential and achieve economic well-being once they have left the school.

Bournville School is an inclusive community that will support and welcome students with medical conditions. No child will be denied admission or prevented from taking up a place in this school because arrangements for their medical condition have not been made.

The school will ensure that all staff understand their duty of care to children and young people especially in the event of an emergency.



Bournville School understands that certain medical conditions are debilitating and potentially life threatening, particularly if poorly managed or misunderstood. Staff will receive training on the impact medical conditions can have on students.

Bournville School understands the importance of medication and care being taken as directed by healthcare professionals and parents.

The provisions provided by Bournville School will be responsive to the variable demands of an individual's medical condition. This school understands that all children with the same medical condition will not have the same needs.

This policy:

- Sets out the details which will provide a sound basis for ensuring that all students with medical conditions receive proper care and support whilst at Bournville School during lessons, PE, games and break times and on school trips and visits;
- Sets out the necessary safety measures to support students with medical conditions (including long-term and/or complex needs);
- Defines individual staff responsibilities for students' safety;
- Explains the procedures to ensure the safe management and administration of medicines;
- Will ensure that clear guidance is given with regards to the storage of medication and equipment at school and when on school trips;
- Will ensure that a trained member of staff is available to accompany a student with a medical condition on an off-site visit, including overnight stays;
- Will identify transport healthcare plans for students with life-threatening conditions for use when on school trips and visits and for home to school transport when it is LA provided; and
- This policy will be supported by clear communication channels to students, parents, carers, staff, Associates, healthcare professionals and/or healthcare agencies.

In making, reviewing and implementing this policy, Bournville School has had regard to its equal opportunities policies and in particular to the needs of students with disabilities. This policy also links with the school's Safeguarding Policy, disability access plan and the SEND Policy. It is also consistent with the Local Authority's Local Offer.

Roles and Responsibilities

Names of key staff are given in the table in this section.

Board of Directors

The Board of Directors will ensure that there are adequate provisions for the training needs of all staff in relation to this policy and also to ensure that appropriate levels of insurance and liability cover are in place.

Head of Academy

The Head of Academy has overall responsibility for all policies and procedures including those relating to supporting students in school with medical conditions.

The Head of Academy with the approval of the Board of Directors, has appointed an Assistant Headteacher responsible for ensuring Bournville School's whole school policies, and the procedures in the secondary phase support students with medical conditions. In the primary phase, the Primary Lead will ensure the procedures in that phase support students with medical conditions.

There are two Designated Contacts, one each for the primary and secondary phases, and these people will be the contact points for parents, students and professionals

The Head of Academy will refer students with medical conditions who are finding it difficult to keep up educationally to the SENDCO who will liaise with the student (where appropriate), parent and the student's healthcare professional.

The Educational Visits Co-ordinator (EVC) ensures that all students, including those with medical conditions, are suitably cared for whilst off site.

Assistant Headteacher (Personal Development and Welfare) and Primary Lead

The Assistant Headteacher (Personal Development and Welfare) (secondary phase) and Primary Lead (primary phase) are responsible for ensuring that the school's policies and procedures meet the needs of all those identified.

Areas of general responsibility include:

- Ensuring all staff are aware of the policy for supporting students with medical conditions and understand their role in its implementation;
- Ensuring there are sufficient trained numbers of staff available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations (*a first aid certificate does **not** constitute appropriate training in supporting children with medical needs*);
- Informing the Head of Academy if recruitment of additional and appropriate member(s) of staff is necessary;
- Ensuring that any adjustments to accommodation or the curriculum are made;
- Ensuring contact arrangements for the school nursing service are in place;
- Ensuring that first aid and medical advice is available in the school;
- Arranging briefing for staff on first aid and medical arrangements;
- Ensuring that procedures for prescribed medication are suitable and administered appropriately;

- Ensuring that procedures to detail records of medication administered and general record keeping in relation to students with medical conditions are in place ;
- Ensuring that arrangements are in place for safeguarding students during off-site activities;
- Ensuring that all parents are aware of the school's policy and procedures for dealing with medical needs;
- Ensuring that the Designated Contacts are adequately fulfilling their duties.
- Arranging regular reports from the Designated Contact appointed to oversee the taking of medication by students and/or administration of medicines to students;
- Ensuring adequate inspection and review of this policy and the procedures is in place, including after any incidents involving students with medical conditions or the administration of medicines;
- Implementing a system for keeping staff up to date with information and names of students who need access to medication;
- Ensuring annually that all staff know how to call for help in an emergency; and
- Reporting on medical needs to the Head of Academy and as necessary to the Academy Association and / or to the Board of Directors
- Maintaining a centralised register of all IHCPs.

Designated Contacts

The Designated Contacts are responsible for facilitating communication with all parties and ensuring that the school meets the needs of all those identified.

Areas of general responsibility include:

- Maintaining a list of all students with medical conditions;
- Notifying all staff who need to know of an individual child's medical condition;
- Ensuring all staff are aware of the up to date medical situation of individual students;
- Providing ongoing monitoring of the student's individual situation and needs whilst in school;
- Developing appropriate individual healthcare plans and emergency plans;
- Ensuring contact arrangements for the school nursing service are in place;
- Ensuring that prescribed and non-prescribed medication is administered appropriately;
- Ensuring that detailed records of medication administered and general record keeping in relation to students with medical conditions is strictly kept up-to-date ;
- Collating information provided by parents;
- Ensuring safe storage;
- Working together with parents and carers and medical advisers in the formulation of individual health care plans where the School Nurse service do not do so.

Bournville School will ensure that the Designated Contact receives adequate training in order to deliver this role effectively and safely, including update training of relevant frequency.

Educational Visits Co-ordinator (EVC):

The EVC will ensure that a risk assessment is carried out before any out-of-school visit, including work experience and educational placements. The needs of students with medical conditions are considered during this process and plans are put in place for any additional medication, equipment or support that may be required. This role will be carried out with reference to parents, the Designated Contacts, medical staff and external consultants as required.

Role	Person
Head of Academy	Mrs Joanne Cottle
Assistant Headteacher, Personal Development and Welfare	Mr John Dovey
Primary Lead	Mrs Rebekah Chappelow
Designated Contact (primary phase)	Mrs Ajinder Bharj
Designated Contact (secondary phase)	Miss Laura Bladen
SENDCO	Miss Hannah Lees-Smith
Educational Visits Co-ordinator	Mrs Joanne Tully

School Staff

All staff must understand their duty of care to children and young people and appreciate that students who may have serious medical conditions may suffer an adverse effect to their quality of life and their ability to learn.

All staff are aware of the potential social problems that students with medical conditions may encounter and use this knowledge together with Bournville School's Safeguarding and Anti-bullying Policies to help prevent and deal with any problems.

Bournville School makes sure that students with medical conditions can participate fully in all aspects of the curriculum and enjoy the same opportunities at school as any other child, and that appropriate adjustments and extra support are provided. All staff are aware that students should not be forced to take part in activities if they are unwell. They should also be aware of students who have been advised to avoid/take special precautions during activity, and the potential triggers for a student's medical condition when exercising and how to minimise these. Staff will ensure that students have the appropriate medication/equipment/food with them during physical activity.

No members of staff are obliged to give, or oversee the giving of, medication to students. Only school staff who are authorised and trained in the giving of medication are authorised to give or oversee the taking of medication.

All staff are responsible for:

- Knowing the arrangements and following the school's procedures;
- Knowing how to call for help in an emergency (this includes temporary and support staff); and
- Reporting any problems to the Designated Contact appointed to support students with medical conditions and oversee the administration of medication.

If a student needs to attend hospital, where possible a member of staff (preferably known to the student) will stay with them until a parent arrives, or accompany a child taken to hospital by ambulance. They will not take students to hospital in their own car other than in exceptional circumstances and with permission from the Head of Academy or their Deputy.

School Nurse

The School Nurse service is provided by the local authority. The School Nurse is responsible for providing school staff with guidance and training for staff and volunteers on medical conditions and how they may affect the education of individual students; and

The School Nurse service should be involved in providing health information as part of an assessment for an EHC plan and may be involved in delivering some of the provision, as specified in an EHC plan, to achieve defined health outcomes.

The School Nurse should be involved together with parents/carers and medical advisers in the formulation of individual health care plans, where their own policies and procedures allow them to do so.

The School Nurse service will be involved in advising/providing support for staff training on medical issues.

Parents

Parents and carers are responsible for making sure that their child is well enough to attend the school.

Normally any prescribed medication should be administered at home. The school accepts, however, that it may be necessary for some medication to be administered during school hours especially where it would be detrimental to a child's health if medicine were not administered during the school 'day'.

Bournville School is responsible for requesting information concerning details of all students' medical conditions and care, however parents should provide the Designated Contact with sufficient information about their child's medical condition and treatment or special care needed at school during the school day. Parents and carers should ensure that these details are kept up to date and inform Bournville School immediately if their child's needs change.

Parents are responsible for ensuring that any medicines that need to be administered during the school day are provided to the school with written instructions / permission and in line with the guidance in the "administering medicine to students section below."

Where appropriate, parents and carers will be involved in drawing up a healthcare plan for their child.

Administering Medication to Students

School staff will only oversee the administration of medicines prescribed by a qualified medical practitioner (doctor or dentist) or nurse consultant. There are three exceptions to this, as we will allow the administration of the following non-prescribed medicines:

- The school may choose to maintain a small supply of Asthma inhalers which can be used when necessary by students who are already prescribed an asthma inhaler but who are unable to use their own. However the responsibility remains with the parents / carers to ensure that adequate medication is provided by them to be used in school etc.
- The school may choose to maintain a small supply of adrenaline auto-injectors which can be used when necessary by students who are already prescribed an adrenaline auto-injector but who are unable to use their own.
- The school will allow students to be administered non-prescription medication, for example paracetamol, in limited circumstances. In such circumstances we will accept non-prescription pain medication with a written note from a parent / carer. No more than the amount of medication required for that day will be accepted, unless the non-prescription medication is part of a written Individual Health Care Plan (e.g. a child who regularly requires non-prescription migraine medication). No child under 16 will be given medicine containing aspirin unless prescribed by a doctor. The medication should never be administered without first checking maximum dosages and when the previous dose was taken.

Parents / carers should be informed that medication has been taken by their child unless the medication is taken every day when they will only be informed if it has not been taken. Parents will not be informed of normal use of an asthma inhaler.

Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so. Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours.

The school will **only** accept medicines that are in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage. The exception to this is insulin, which must still be in date, but will generally be available to schools inside an insulin pen or a pump, rather than in its original container.

The school will not make changes to the dosages of prescribed medications on parent or carer's instructions.

Students will not be given prescription or non-prescription medicines without their parent or carer's written consent – except in exceptional circumstances where the medicine has been prescribed to the child without the knowledge of the parents / carers. In such cases, every effort will be made to encourage the child or young person to involve their parents while respecting their right to confidentiality.

The school arrangements for administering medication are in line with the government guidance in *Supporting Pupils at School with Medical Conditions*.

Specific Medical Issues

Bournville School welcomes all students and encourages them to participate fully in all school activities.

Bournville School routinely and regularly advises staff on the practical aspects of the management in school of:

- Asthma attacks;
- Diabetes;
- Epilepsy; and
- An anaphylactic reaction.

The Designated Contact will be responsible for ensuring a record is kept of all students who may require such treatment.

Bournville School expects all parents whose children may require such treatment to ensure that appropriate medication has been lodged with the school together with clear guidance from the prescriber on the usage of the medication. The medication **must** be provided in the container as dispensed.

Individual Health Care Plans

All children with a serious medical condition should have an individual healthcare plan (IHCP); this would include allergies that may cause anaphylaxis, but not other allergies. Parents / carers are asked if their child has any medical conditions on the enrolment form. Bournville School uses an IHCP to record the support an individual student needs around their medical condition. The IHCP is developed with the student (where appropriate), parent / carer, school staff, specialist nurse (where appropriate) and relevant healthcare services.

An IHCP details exactly what care a child needs in school, when they need it and who is going to give it. It should also include information on the impact any health condition may have on a child's

learning, behaviour or classroom performance. This should be drawn up with input from the child (if appropriate), their parent/carer, relevant school staff and healthcare.

Bournville School recognises that common triggers can make common medical conditions worse or can bring on an emergency. This school is committed to identifying and reducing triggers both at school and on out-of-school visits.

School staff have been given training and written information on medical conditions which includes avoiding/reducing exposure to common triggers. It has a list of the triggers for students with medical conditions at this school, has a trigger reduction schedule and is actively working towards reducing/ eliminating these health and safety risks. The training is regularly updated as the need arises by the School Nurse.

The IHCP details an individual student's triggers and details how to make sure the student remains safe throughout the whole school day and on out-of-school activities. The EVC ensures that Risk assessments are carried out on all out-of-school activities, taking into account the needs of students with medical needs. In addition, for any school trip, the EVC will ensure that the trip leader and a first aider will travel on the trip who will manage any necessary medication, and that the trip leader liaises with the Designated Contact to ensure that they have all required medical information, including any IHCP.

A child's IHCP should explain what help they need in an emergency. Where possible a copy of the IHCP will accompany a student should they need to attend hospital. Parental permission will be sought and recorded in the IHCP for sharing the IHCP within emergency care settings. Some students with medical conditions will require a Personal Emergency Evacuation Plan (PEEP) which will name a responsible member of staff to assist the student during emergency.

Bournville School has a centralised register of IHCPs, and the Designated Contacts have the responsibility for this register.

IHCPs are regularly reviewed, as necessary or whenever the student's needs change. The student (where appropriate) parents, specialist nurse (where appropriate) and relevant healthcare services hold a copy of the IHCP. Other school staff are made aware of and have access to the IHCP for the students in their care.

Bournville School makes sure that the student's confidentiality is protected. The school seeks permission from parents before sharing any medical information with any other party, other than where there are safeguarding reasons to share without permission.

Returning to School After a Period of Hospital Education or Home Tutoring etc



Bournville School will work with the local authority and education provider to ensure that the child receives the support they need to reintegrate effectively.

Bournville School works in partnership with all relevant parties including the student (where appropriate), parent, school's Governing Body, all school staff, catering staff, employers and healthcare professionals to ensure that the policy is planned, implemented and maintained successfully.

Storage of Medicine and Equipment

Bournville School will ensure that all staff understand what constitutes an emergency for an individual child and will make sure that emergency medication/equipment is readily available wherever the child is in the school and on off-site activities.

Bournville School will make sure that all medication is stored safely, and that students with medical conditions know where they are at all times and have access to them immediately.

This school will store medication that is in date and labelled in its original container where possible, in accordance with its instructions. The exception to this is insulin, which though must still be in date, will generally be supplied in an insulin injector pen or a pump.

Students may carry their emergency medication with them if they wish/this is appropriate or they should know exactly where to access it.

Students can carry controlled drugs if they are competent, otherwise this school will keep controlled drugs stored securely, but accessibly, with only named staff having access.

Medication is checked termly and Parents are asked to collect out of date medications/equipment at the end of the school term, and to provide new and in-date medication when needed.

Bournville School disposes of needles and other sharps in line with local policies. Sharps boxes are kept securely at school and will accompany a child on off-site visits. They are collected and disposed of in line with local authority procedures.

Record Keeping

Bournville School will keep an up-to date record of:

- Any medication administered and by whom;
- Training undertaken;
- Individual Health Care Plans;
- Emergencies etc.

Monitoring and Review

The Assistant Headteacher (Personal Development and Welfare) (secondary phase) and Primary Lead (primary phase) will jointly determine the monitoring and review arrangements in the school.

This policy will be reviewed every three years or sooner if legislation or guidance changes.

Who wrote the policy	John Dovey	Assistant Headteacher
Who is responsible for making amendments	John Dovey	Assistant Headteacher
Version	One	
Changes made	none	