Supporting students with medical conditions

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1. Introduction

Most children will at some time have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children however have longer term medical needs and may require medicines on a long-term basis to keep them well, for example children with well controlled epilepsy or cystic fibrosis. Others may require medicines in particular circumstances, such as children with severe allergies who may need an adrenaline injection. Children with asthma may have a need for daily inhalers and additional doses during an attack.

Most children with medical needs are able to attend school regularly and can take part in most of the school activities, sometimes with support. However, staff may need to take additional action during these activities to ensure these children, or others, are not put at risk.

Individual Health Plans can help staff identify the necessary measures required to support any children with medical needs and ensure that they and others are not put at risk.

2. Access to Education

Children with medical needs have the same rights of admission to Sexeys School as other children. No child will be discriminated against because of a health need. As far as is practicable, reasonable adjustments will be made for disabled children and those with a health need to ensure inclusion in all aspects of school life which includes school trips, clubs and activities.

3. Medical Provision

The school provides a medical room which will be open between 08:30 and 15:40 Monday to Friday during term time. The medical room is provided for students with minor injuries and ailments. Students should only attend the medical room during lessons if absolutely necessary. Where possible, any issues should be directed to the medical room during break times or between lessons.

The school will employ an Appointed First Aider, who will manage the medical room, and maintain records relating to the health and wellbeing of students. The Appointed First Aider will ensure all their statutory and relevant training will be up to date. Where additional training is required to support the specific needs of a student, this will be undertaken as soon as is reasonably practicable.

As well as the Appointed First Aider, there will be other First Aid trained staff at the school to ensure the safety of all students. The school will maintain up to date with relevant guidance and legislation in terms of medical service provision, and this policy will be reviewed annually and updated as necessary.

4. Disclosure of Student Health Information

Student health information will always be treated with the utmost confidence. It may however be necessary to share information about a child's medical condition with others involved in the child's education. Information would only be shared in order to ensure student safety and full access to learning. Details of who the information has been shared with, and the reason, will be available to parents/guardians.

5. Management of Medications

Any medication required by a student will need to be brought to the medical room/reception for storage and the student will need to report themselves to the medical room for medication to be administered. Where appropriate, students will self-administer under supervision from the Appointed First Aider, or other appropriate member of staff.

In order for any medication to be administered a Permission to Administer Medication form must be completed and signed by a parent/guardian. A permission form will be required for each and every medication a student requires. Any medication remaining in school at the end of the academic year will need to be collected by parents. Permission forms and any new medications will need to be brought in as at the start of the academic year or as and when new medications are prescribed. If medication and forms are not received, the school will be unable to administer any medication for that student.

Medication will be managed by the Appointed First Aider – there may be times when the Appointed First Aider is not available and an appropriate First Aid trained person will assume responsibility for the Medical Room. A record of administration will be kept, which parents/guardians have the right to access at any time. Therefore, any medication a student may require during the school day must be provided by parents/guardians. If a student refuses to take medication, they will not be forced to do so, however parents/guardians will be informed in any such event. .

6. Prescribed Medicines

Prescribed medicines should only be taken in to school when essential: that is where it would be detrimental to a child's health if the medicine were not administered during the school day. The school will only accept prescription medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage. Sexeys School will never accept medicines that have been taken out of the container as originally dispensed, nor will the school make changes to dosages on parental instructions.

The Medicines Standard of the National Service Framework (NSF) for Children recommends that prescribers should where possible, consider the use of medicines which need to be administered only once or twice a day for children and young people so they may be taken outside of school hours or consider providing two prescriptions, where appropriate or practicable, one for use at home and one for school avoiding the need for re-packaging or re-labelling of medicines by parents/guardians. As with all medicines, any remaining medication will be returned to the parents/guardians at the end of the course.

7. Adrenaline Auto-Injectors/Asthma Inhalers

Any student requiring an Adrenaline Auto Injector (AAI) will need to be identified to the Appointed First Aider and a Health Care Needs Plan completed. All students need to carry 2 EpiPens on them at all times. The school is following Benedicts Law. All asthmatics should carry their own inhalers on them at all times.

8. Controlled Drugs

There may be times when it is necessary for children to be prescribed Controlled Drugs. Controlled drugs are those where the supply, possession and administration are controlled by the Misuse of Drugs Act. Where a student is required to take these medicines, the school will hold the medicine in the medical room in a locked cabinet. Misuse of a controlled drug, such as passing to another child for use is an offence, and any such behaviour by students in school will be treated as such. Any remaining medication at the end of the course will need to be to parents/guardians. If a child requires some of their controlled drug medication, it is best policy that this is administered by two members of staff, but at times the student will be asked to countersign to controlled drug book. the locked cabinet. If this medication is brought onto the school site, a the medication will be signed in and out of the controlled medication book.

9. Non-Prescription Medication

Sexeys School staff will never administer a non-prescribed medication without specific prior written permission in the form of a signed Permission to Administer Medication Form. There may be times when there is a need for a student to take a non-prescribed medication, for example during a short-term illness, or following an operation or accident. Aspirin will never be administered to a student under the age of 16 unless prescribed by a doctor. The medication must be provided in the original box with the students name on it.

10. Disposal of Medicines

Parents are responsible for the disposal of any surplus or date expired medicines collected at the end The school will always return any medication to parents/guardians for disposal. However, any medications not collected by parents at the end of a school year will be returned to a pharmacy for disposal. Sharps boxes are available for the disposal of any needle administered medication. The school will arrange for the safe collection and disposal of sharps as necessary with the Local Authority.

11. Short Term Medical Needs

As much as possible, Sexeys School will encourage students not to be absent from school during times of short-term illness. General coughs, colds, aches and pains should not prevent a student from attending school. Non-prescription medication may be brought to the medical room, with a signed Permission to Administer Medication form if a parent/guardian feels it is necessary. It must be in the original box and named. Where antibiotics are required it is important that students do not return to school if they remain infectious to others – parents/guardians should follow guidance from the GP. The Department of Health recommends for vomiting and/or diarrhoea illness a student must remain absent from school for 48 hours following the last bout of sickness or diarrhoea. The school supports this as part of the policy in order to protect the health and wellbeing of all other students and staff at the school. Any medication provided during short term illness will be returned to the parent/guardian within 7 days of the end of the illness.

12. Long Term Medical Needs

It is important the parents/guardians provide sufficient information and medical evidence about the condition of any child at Sexeys School. The school should be notified of a medical condition before a child is admitted to the school, or as soon after a medical need is identified as possible. Adequate support will be available to all children with long term health needs and adjustments will be made as far as is reasonably practicable provided that accurate and up to date information is given to the school. A written Health Care Plan will be developed in conjunction with the child, parents/guardians and relevant medical professionals. This plan will help the school identify how best to support the child during school hours, and what adjustments can be reasonably made for school trips and activities. The Health Care Plan will be updated annually or ongoing if unchanged at the start of each academic year. If medical needs change during a school year, parents/guardians must inform the school as soon as possible to update the plan. Health Care Plans and Medication where applicable will be held by appropriate staff during school trips and activities.

The Special Educational Needs (SEN) Code of Practice 2001 advises that a medical diagnosis or a disability does not automatically imply SEN. The child's educational needs, rather than the medical diagnosis will be considered first, and SEN may be assessed separately from a medical condition.

It is good practice to support and encourage children to take responsibility to manage their conditions and medicines themselves. Where possible, the school will support children to self-administer medication, with supervision from the Appointed First Aider or other appropriate member of staff. While all medication will be stored in the medical room for the safety of all other students, any child requiring medication will have access to the medical room at all times to take their medication. In cases where it is not possible for a child to self-manage their medications, the Appointed First Aider, or appropriate member of staff, will administer medication.

13. School Trips, Activities and Sports.

All children at the school will have equal opportunity to participate in all aspects of school life, including trips, sports and activities. It is important that any restrictions to a child's participation are clearly stated in the individual health care plan. Where identified as appropriate, a risk assessment for any activity may be carried out, and any reasonable adjustments, such as additional staff will be made. When carrying out a risk assessment, the safety and wellbeing of all the participants of an activity or trip will be considered. Adjustments will not be made where it is clear that it will put either the child, other students or staff at risk. Staff supervising any such trips or activities will be fully aware of a child's needs and a copy of the Health Care Plan, and any medication if applicable, will be taken on each trip/activity. Any issues of privacy and dignity will be fully considered for each child with particular needs. No child will be forced to participate beyond their abilities or means.

14. Emergency Procedures

Alongside the Principal First Aider, the school ensures that there are a number of First Aid trained staff on the school site at all times. First Aid trained staff will also be present at all extra-curricular activities and trips. Where a child has an individual healthcare plan, this will clearly define what constitutes an emergency and what action should be taken. As part of general risk management processes, arrangements are in place for dealing with emergencies for all school activities, wherever they take place. Where additional risk assessments are required, these will be carried out before any activity and will include emergency procedures.

Students will be aware of what to do, in general terms, in the event of an emergency – such as informing a teacher immediately if they think help is needed. The school operates a radio system, and the Appointed First Aider and other First Aiders are easily and quickly contacted in the event of any emergency, and all staff will be made aware of who the first aiders are, in school and during activities and trips. Parents/guardians will be notified in the event of an emergency concerning their child. If a child needs to be taken to hospital, an appropriate member of staff will remain with the child until the parent/guardian arrives, or accompany the child if taken by ambulance. Staff will not ever transport a child to hospital in their own vehicle. The member of staff will remain with the child until a parent/guardian has arrived. A member of staff will not be responsible for making decisions as to any treatment for the child in the absence of a parent – until a parent/guardian has arrived, the healthcare professionals will be responsible for any decision making required.

15. Record Keeping

All Health Care Plans will be attached to the correct student's digital record. This will allow for any relevant staff to access the Health Care Plan and take action as required. A hard copy of the Health Care Plan will also be kept in a locked cabinet in the school medical room. The hard copies of the health care plans will be returned to parents/guardians at the end of the academic year, but the digital copies will remain for the current legislated required time.

A record of any medication administered will be kept. Any medication handed to the school will be taken to the medical room and a record of the name of the medication, the quantity received and the expiry date of the medication will be held with the administration record. A digital copy of both the administration and medication permission will remain on the student file, and hard copies will be returned to the parent/guardian at the end of the academic year.

16. Hygiene and Infection Control

The Medical Room will be managed to a high level of hygiene. Standard precautions will always be taken in terms of infection control and hygiene procedures. Staff will have access to the appropriate protective garments such as gloves and aprons. Students will be protected as far as is practicable from exposure to infection when in the medical room. To facilitate this there may be times when it is necessary to close the medical room – either to protect students by limiting the number of students entering the medical room, or to close completely until deep cleaning has been carried out. In these instances students will be provided for by other trained staff.

17. Home to School Transport

Home to School transport is the responsibility of local authorities – it may be helpful in some cases for the local authority to be aware of a condition and health care plan and what it contains, especially in respect of emergency situations. The school will not be responsible for any health care needs arising during transport, other than those for school organised activities.

18. Complaints

Should parents/guardians, or students, feel dissatisfied with the support offered and/or provided they should first discuss their concerns directly with the relevant Tutor or Head of Year. If this does not resolve the issue, a formal complaint can be lodged via the school's complaint's procedure. Making a formal complaint to the Department for Education should only occur if it is within the scope of Section 496/497 of the Education Act 1996, and after all other attempts at resolution have been exhausted. As Haygrove School is an academy, also taken into consideration will be the terms of any Funding Agreement and possible breach thereof, or failure to comply with any other legal obligation. Ultimately, parents/guardians have the right to take independent legal advice and bring formal proceedings if they consider they have legitimate grounds to do so.