



# The Trafalgar School

at Downton

## Supporting Students with Medical Conditions

### Policy & Procedures

<b>Date of Last Review:</b>	02/12/2019	<b>Review Period:</b>	Annually
<b>Date of Next Review:</b>	01/09/2020	<b>Owner:</b>	Rachael Faulkner DSL/Deputy Headteacher
<b>Ratified by LGB:</b>	15 <sup>th</sup> January 2020, LGB Meeting		

## **Statement of intent**

The Trafalgar School at Downton ensures that students with medical conditions receive appropriate care and support at school. This policy has been developed in line with the Department for Education's guidance released in April 2014 – "Supporting students at school with medical conditions".

Ofsted places a clear emphasis on meeting the needs of students with SEN and Disabilities and this includes children with medical conditions.

## **Key roles and responsibilities**

The Local Authority (LA) is responsible for:

- Promoting cooperation between relevant partners and stakeholders regarding supporting students with medical conditions.
- Providing support, advice and guidance to schools and their staff.
- Making alternative arrangements for the education of students who need to be out of school for fifteen days or more due to a medical condition.
- Providing suitable training to school staff in supporting students with medical conditions to ensure that Individual Healthcare Plans can be delivered effectively.
- In individual cases where school need training, advice regarding this should come from the health professional involved with the child where appropriate.

## **The Governing Body is responsible for:**

- Ensuring that the Supporting Students with Medical Conditions Policy, as written, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Agreeing the policy and ensuring that it is fully implemented by the Headteacher.

## **The Headteacher is responsible for:**

- The overall implementation of the Supporting Students with Medical Conditions Policy and procedures at The Trafalgar School at Downton.
- Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- Ensuring that all Students with medical conditions are able to participate fully in all aspects of school life.
- Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver IHCPs in normal, contingency and emergency situations.
- If necessary, facilitating the recruitment of a member of staff for the purpose delivering the promises made in this policy.
- Ensuring the level of insurance in place reflects the level of risk.
- Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.
- Guaranteeing that information and teaching support materials regarding supporting students with medical conditions are available to members of staff with responsibilities under this policy.

## **The SENDCo is responsible for:**

- Ensuring the policy is developed effectively with partner agencies.
- Making staff aware of this policy.
- Liaising with healthcare professionals regarding the training required for staff.
- Developing Individual Healthcare Plans (IHCPs).
- Contacting the appropriate school nursing service in the case of any child who has a medical condition.
- Working with the Student Services Team and First Aiders regarding an oversight of day-to day procedures.

**The Student Services Team (under direction of their Line Manager) are responsible for:**

- The day-to-day implementation and management of this policy.
- Ensuring that medication held for administration in school is stored securely.
- Keeping written records of any and all medicines administered to individual students and across the school population.
- Making staff who need to know aware of a child's medical condition.
- Ensuring that details of all staff and students with potentially life threatening conditions is easily accessible.
- The Student Services Team should not be responsible for administering injections.

**Members of Staff are responsible for:**

- Taking appropriate steps to support children with medical conditions.
- Where necessary, making reasonable adjustments to include students with medical conditions into lessons.
- Administering medication, if they have agreed to undertake that responsibility. Medicine must be checked to be in date.
- Undertaking training to achieve the necessary competency for supporting students with medical conditions, if they have agreed to undertake that responsibility.
- Familiarising themselves with procedures detailing how to respond when they become aware that a student with a medical condition needs help.

**School Medical Needs teams are responsible for:**

- Notifying the school when a child has been identified with requiring support in school due to a medical condition.
- Liaising locally with lead clinicians on appropriate support.

**Parents and carers are responsible for:**

- Keeping the school informed about any changes to their child/children's health.
- Completing a parental agreement for school to administer medicine form before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date.
- Collecting any leftover medicine at the end of the course or year.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the SENDCo, First Aider, other staff members and healthcare professionals.

**Definitions:**

- "Medication" is defined as any prescribed or over the counter medicine.
- "Prescription medication" is defined as any drug or device prescribed by a doctor.
- A "staff member" is defined as any member of staff employed at The Trafalgar School at Downton, including teachers.

**Training of staff**

- Teachers and support staff will receive training on the Supporting Students with Medical Conditions Policy as part of their new starter induction.
- Teachers and support staff will receive regular and ongoing training as part of their development.
- Teachers who undertake responsibilities under this policy will receive training externally as recommended by the School Nursing Team.
- We will follow advice on training development as advised by the School Nursing Team.

- No staff member may administer prescription medicines or undertake any healthcare procedures without undergoing training specific to the responsibility, including administering.
- No staff member may administer drugs by injection unless they have received training in this responsibility
- The Educational Visits Coordinator team will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

### **The role of the child**

- If students need to take medication, these should be stored at Student Services. Students cannot self-administer apart from Epi-pens, Asthma Inhalers and Diabetes Medication.
- All medicines are stored in Student services apart from Epi-pen and Asthma inhalers. Students carry their first Epi-pen and the 2<sup>nd</sup> dose is kept in Student Services.
- If students refuse to take medication or to carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- Students can only take medication under the supervision of a member of staff.
- Students are not allowed to carry analgesics such as Paracetamol, Aspirin or Ibuprofen. If parents have given written or verbal permission they can be dispensed via Student Services/First Aider.

### **Individual Healthcare Plans (IHCPs)**

- Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the student, parents/carers, Special Educational Needs Coordinator (SENDCo) and medical professionals.
- IHCPs will be easily accessible whilst preserving confidentiality.
- IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a student has an Education, Health and Care plan or special needs statement, the IHCP will be linked to it or become part of it.
- Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the IHCP identifies the support the child needs to reintegrate.

### **Medicines**

- Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of school hours.
- If this is not possible, prior to staff members administering any medication, the parents/carers of the child must complete and sign a parental agreement for a school to administer medicine form.
- No child will be given any prescription or non-prescription medicines without written parental consent except in exceptional circumstances.
- Where a student is prescribed medication without their parents'/carers' knowledge, every effort will be made to encourage the student to involve their parents while respecting their right to confidentiality.
- The school does not dispense analgesics such as Paracetamol, Aspirin or Ibuprofen without verbal or written parental consent.
- Medicines MUST be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- A maximum of four weeks supply of the medication may be provided to the school at one time.
- Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed.

### **Medications will be stored in Student Services.**

- Any medications left over at the end of the course will be returned to the child's parents.
- Written records will be kept of any medication administered to children.

- All Controlled Drugs will be stored securely within Student Services and all Controlled Drugs will be entered into The Controlled Drugs Record Book. This will be updated every time medication is brought into school and when medication is administered. Two members of staff are required to administer all Controlled Drugs.
- Students will never be prevented from accessing their medication.
- The Trafalgar School at Downton (or any member of staff) cannot be held responsible for side effects that occur when medication is taken correctly.

### **Emergencies**

- Medical emergencies will be dealt with under the school's emergency procedures.
- Where an Individual Healthcare Plan (IHCP) is in place, it should detail what constitutes an emergency.

### **What to do in an emergency.**

- Students will be informed in general terms of what to do in an emergency such as telling a member of staff.
- If a student needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

### **Avoiding unacceptable practice**

The following behaviours are not acceptable and should be avoided:

- Assuming that students with the same condition require the same treatment.
- Ignoring the views of the student and/or their parents.
- Ignoring medical evidence or opinion.
- Sending students home frequently or preventing them from taking part in activities at school.
- Sending the student to the school office alone if they become ill.
- Penalising students with medical conditions for their attendance record where the absences relate to their condition.
- Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

### **Insurance**

- Members of staff who undertake responsibilities within this policy are covered by the school's insurance.
- Full written insurance policy documents are available to be viewed by members of staff who are providing support to students with medical conditions. Those who wish to see the documents should contact the Headteacher.

### **Complaints**

- The details of how to make a complaint can be found in the Complaints Policy.