

THE HARVEY GRAMMAR SCHOOL



Supporting Pupils with Medical Conditions

Approved July 2015

Safeguarding Statement

At The Harvey Grammar School we respect and value all pupils and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at The Harvey Grammar School. We recognise our responsibility to safeguard all who access the school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Aims

Where deemed appropriate the school will seek medical advice and guidance on the best procedures to support pupils to enable them to take part as fully and safely as is possible in all school activities.

School staff involved in the care of pupils with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication.

Where pupils have a disability, the requirements of the Equality Act 2010 will apply. Where pupils have an identified special need, the SEN Code of Practice will also apply.

Parents are expected to advise the school of their son's specific medical needs and update the school as appropriate. Details will be recorded and held on the school's computer system and in the pupil's file.

Roles and Responsibilities

The named person responsible for pupils with medical conditions is Mr Andy Allon, Deputy Headteacher, Pastoral. He is responsible for

- Informing relevant staff of medical conditions
- Arranging training for identified staff
- Ensuring that staff are aware of the need to communicate necessary information about medical conditions to supply staff and where appropriate, taking the lead in communicating this information
- Assisting with risk assessment for school visits and other activities outside of the normal timetable
- Developing, monitoring and reviewing Individual Healthcare Plans (IHCP)
- Working together with parents, pupils, healthcare professionals and other agencies

The Governing Body is responsible for

- Ensuring that a policy is developed, implemented and monitored and that arrangements are in place to support pupils with medical conditions

The Headteacher is responsible for

- Overseeing the management and provision of support for pupils with medical conditions
- Ensuring that sufficient trained numbers of staff are available to implement the policy and deliver individual healthcare plans (IHCP), including to cover absence and staff turnover
- Ensuring that school staff are appropriately insured and are aware that they are insured

Teachers and Support Staff are responsible for

- The day to day management of the medical conditions of pupils they work with, in line with awareness received and as set out in IHCP
- Working with the named person, ensure that risk assessments are carried out for school visits and other activities outside of the normal timetable
- Providing information about medical conditions to supply staff who will be covering their role where the need for supply staff is known in advance

The school accesses the School Nursing Service through Kent Community Health and they are responsible for

- Notifying the school when a pupil has been identified as having a medical condition which will require support in school. Wherever possible this should be done before the pupil starts at the school
- Providing support for staff on implementing a pupil's IHCP and providing awareness, advice and liaison

Notification of a Pupil with a Medical Condition

The named person will liaise with relevant individuals, including as appropriate parents, the individual pupil, health professionals and other agencies to decide on the support to be provided to the pupil

Where appropriate, an IHCP will be drawn up. Appendix 1 outlines the process for developing IHCP.

Individual Healthcare Plans (IHCP)

An IHCP (Appendix 2) will be written for pupils with a medical condition that is long term and complex. It will clarify what needs to be done, when and by whom and include information about the pupil's condition, special requirements, medicines required and action to take in the case of an emergency. Where a pupil has SEN but does not have a statement or EHC plan, their special educational needs will be mentioned in their IHCP. IHCP will be reviewed annually or earlier if evidence is provided that a pupil's needs have changed. The information contained within the IHCP is shared with staff through the AEN Profile.

Obtaining and Recording Accurate Information

The Harvey Grammar School will ask all previous schools and parents of new entrants whether their son has any medical conditions and/or complex health needs.

In certain cases, such as a new diagnosis or a pupil moving to a new school mid-term, every effort will be made to ensure that arrangements are put in place within two weeks.

All relevant staff are informed of this information and it is stored on the school's computer system and in the pupil's file. If appropriate this will be noted on an IHCP (reviewed annually) and a Provision Plan (PP) (reviewed at the end of Terms 2, 4 and 6). A pupil may need targeted support and at some stage, be recommended for an Education, Health Care Plan (EHC).

The school records will show:

- Personal details;
- Hospital reference (if applicable);
- Any treatment needed regularly;
- Relief treatment if required;
- An agreed plan of care;
- Details of any other Multi-Agencies involved in supporting the pupil;
- Intervention, frequency, monitoring and outcomes

Guidance on the administration of medication (general):

- No medication is allowed in school unless held by the School Office or emergency medication that boys have permission to carry on them e.g. epi-pens/ asthma pumps.
- Pupils carrying their own medication should not pass it to another pupil for use.
- If medicine is prescribed 3 times daily, parents are advised that administration should be made before attending the school, after attendance at the school and at bedtime;
- If medicine has to be administered in the school then parents are requested to make arrangements to come to the school to administer the necessary dosage.
- If this is not possible, parents must deliver the medication to the School Office in person, in order to complete the necessary paperwork and provide written consent. This will be formally recorded with the parent's signature on the Parental Agreement for Administering Medication (Appendix 3). The exact dose must be supplied in a plastic syringe or the correct number of tablets/capsules provided which the pupil can then self-administer.
- If the illness is long term or complex an IHCP will be completed instead of the Parental Agreement for Administering Medication to ensure further detail is gathered.
- The Medicine Administration Record Sheet (Appendix 4) will be completed every time medication is given to pupils, the pupil's pastoral log on the school computer system updated and parents will be sent an email to inform them.

Parents are responsible for ensuring that medication held by the school is in date and replaced as necessary. Pupils are responsible for remembering to take any medication that has been provided. Parents must collect medication from the School Office when no longer needed or when their son leaves school. Any medication not collected when a pupil leaves school will be returned to the nearest pharmacist.

Paracetamol

The school will administer Paracetamol to pupils if required, but only if written permission from the Parent has been obtained. Parents will be notified by email if tablets have been given and at what time of day. This will be recorded on the Medicine Administration Record Sheet (Appendix 4) and on the pupil's pastoral log on the school computer system. Staff administering Paracetamol will ensure that no other medication has already been taken.

Pupils with emergency medication

Pupils will be responsible for their own emergency medication, such as inhalers and Epi-Pens, so that they always have immediate access to them. Where agreed in the IHCP, emergency medication will be taken out of the school for off-site activities.

The School Office will check all medication held at the beginning of each academic year and ensure that any IHCP are updated and signed.

Controlled drugs

Controlled drugs, such as Ritalin, are controlled by the Misuse of Drugs Act. Controlled drugs should ideally only be brought in on a daily basis by parents but certainly no more than a week's supply will be allowed in school. Controlled drugs will be kept in a locked non-portable container and only specific named staff allowed to access it.

Access to Medicines and Inhalers

Where medicines/inhalers are necessary, (i.e. prescribed by a Doctor), pupils will need free, permanent access to their location. Emergency medication will remain with the pupil whereas all other medicines will be stored in a designated locked central location e.g. First Aid station within the School Office. All medication must be labelled with the pupil's name and date of birth. There are two main types of inhalers:

- **Relievers** – clearly relieve the symptoms of asthma – common examples are called 'Ventolin' and 'Bricanyl' and are usually BLUE in colour.
- **Preventers** - relieve inflammation and are clearly designed to prevent the onset of asthma – common preventers are 'Beclafort', 'Becatide', and 'Intal' and are usually BROWN in colour.

N.B. Staff do not administer medicines to pupils unless appropriately trained and specifically agreed e.g. Epi-pens, rectal diazepam. However, pupils will be given assistance to self-administer medication if written authority is provided by the parents.

Trained staff

Training needs for staff will be assessed by looking at the current and anticipated needs of pupils already on the roll. It may be possible to determine training/awareness needs by early information relating to a child about to be admitted to the school. All members of staff providing support to a child with medical needs will have received awareness training beforehand. Staff who provide support to pupils with medical conditions will be included in meetings where this is discussed.

The type of training, and frequency of refresher training, will be determined by the actual medical condition that a child may have and this will be supported by the Governing Body. Some training may be arranged by the school, and other types may make use of the skills and knowledge provided by the school nurse service, or specialist nurse services, among others.

Emergency Procedures

A copy of this information will be displayed in the School Office

- Request an ambulance – dial 999 and be ready with the information below. Speak slowly and clearly and be ready to repeat information if asked.
 1. The school's telephone number:
 2. Your name
 3. Your location: [school address]
 4. Provide the exact location of the patient within the school
 5. Provide the name of the pupil and a brief description of their symptoms
 6. Inform ambulance control of the best entrance to use and state that the crew will be met and taken to the patient
- Ask office staff to contact the Caretakers to open relevant gates for entry
- Contact the parents to inform them of the situation
- A member of staff should stay with the pupil until the parent/carer arrives. If a parent/carer does not arrive before the pupil is transported to hospital, a member of staff should accompany the pupil in the ambulance.

Returning From Absence Due to Illness

We do not encourage pupils to miss lessons or to stay indoors during break and lunchtimes, so before a pupil returns to the school after a short term illness, parents should ensure that their son can cope with the whole school day.

Where a pupil has been off for a significant amount of time a return plan may be put together with parents for a phased return.

Long-term Medical Problems

Where there are pupils suffering from conditions which might require emergency treatment at any time, such as asthma, epilepsy, anaphylaxis or diabetes, all staff will be made aware of the condition, the treatment and any other relevant information. Where a condition is known to need specific intervention, e.g. administering an Epi-Pen, the school will seek advice and awareness training from a suitably qualified professional. Parents are responsible for notifying the school of any known conditions or changes to medication/care plans. The school will ensure this information is updated.

Refusing medication

If a pupil refuses to take medication staff will not force them to do so, but will note this in the records and inform parents of the refusal. If necessary the school will call the emergency services.

Sports & Exercise

Staff should be aware of those pupils who may become wheezy during exercise and who may need to use their inhaler before taking part. Breathlessness during an activity will result in the pupil withdrawing from the activity for that lesson and being monitored by school staff trained in first aid.

For outside activities staff should also be aware of pupils who have been prescribed medication.

Trips and Visits

Pupils with medical needs will be encouraged to take part in visits. The person in charge of the trip will carry out a specific and additional risk assessment, considering parental and medical advice, which will allow adjustments to be made if necessary. All staff will be briefed about any emergency procedures needed and the lead person will carry any medication required.

Animals

Staff need to be aware that some animals can cause a sudden and severe reaction. Pupils, known to react in this way, should not approach, handle or care for the animals. To avoid this, pets should not be kept in general areas but in special designated rooms where pupils and staff do not normally work. This also applies to any incubator which is used to hatch chicks. Appropriate risk assessments should be made before any educational visits to sites where animals are present.

Cleaning Regimes

Excessive dust from 'walked in' dirt (clay particles) contributes to respiratory problems and should be removed by the school's regime of vacuuming on a regular basis rather than by normal sweeping. Filters on warm air central heating systems will be checked and cleaned regularly in particularly dusty environments. Such filters will always be cleaned before the heating is switched on for the autumn term.

Unacceptable Practice

Although school staff should use their discretion and judge each case on its merits with reference to the pupil's IHCP, it is not generally acceptable practice to:

- prevent pupils from easily accessing their inhalers and medication and administering their medication when and where necessary
- assume that every pupil with the same condition requires the same treatment
- ignore the views of the pupil or their parents; or ignore medical evidence or opinion, (although this may be challenged)
- send pupils with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHCP
- if the pupil becomes ill, send them to the School Office or medical room unaccompanied or with someone unsuitable

- penalise pupils for their attendance record if their absences are related to their medical condition e.g. hospital appointments
- prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively
- require parents, or otherwise make them feel obliged, to attend school to administer medication or provide medical support to their pupil, including with toileting issues. No parent should have to give up working because the school is failing to support their pupil's medical needs
- prevent pupils from participating, or create unnecessary barriers to pupils participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the pupil

Liability and Indemnity

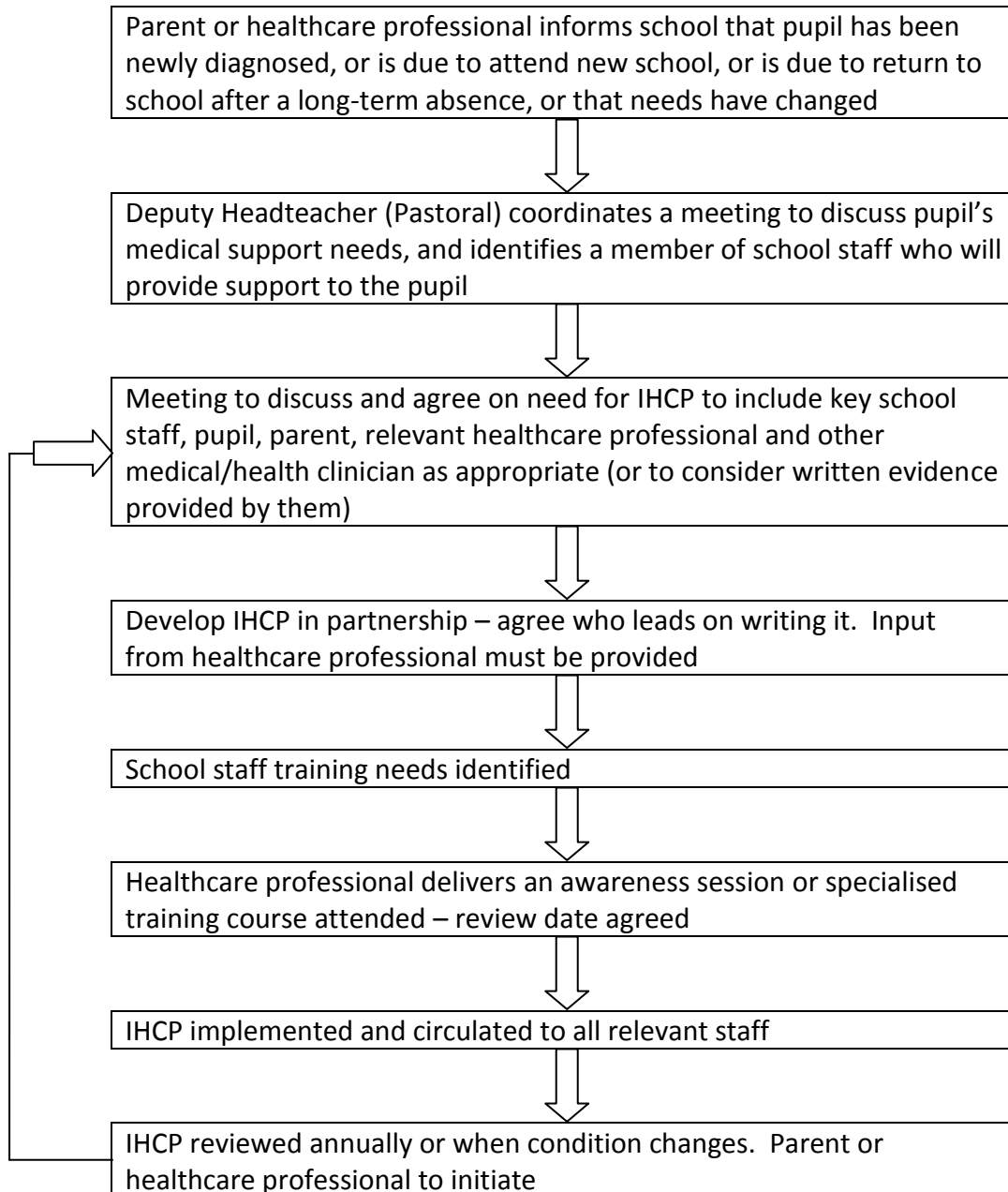
The Governing Body ensures that appropriate insurance is in place and that it reflects the level of risk. The insurance covers staff providing support to pupils with medical conditions. From time to time, the school may need to review the level of cover for health care procedures and any associated related training requirements.

Complaints

Should parents or pupils be dissatisfied with the support provided they should discuss their concerns directly with the school in the first instance. If the issue is not resolved, then a formal complaint may be made, following the school's complaints procedure as set out in the Complaints Policy.

APPENDIX 1

Process for Developing Individual Healthcare Plans (IHCP)



APPENDIX 2

Date form completed _____

Date for review _____

Copies held by _____

Individual Healthcare Plan (IHCP)

For pupils with medical conditions at
school

1. Pupil's information

Name of Pupil _____ Year Group _____

Tutor Group _____ Date of birth _____

Member of staff responsible for home-school communication _____

2. Contact information

Pupil's address _____

_____ Postcode _____

Family Contact 1

Name _____

Phone (day) _____ Mobile _____

Phone (evening) _____ Relationship with child _____

Family Contact 2

Name _____

Phone (day) _____ Mobile _____

Phone (evening) _____ Relationship with child _____

GP

Name _____ Phone _____

Specialist Contact

Name _____ Phone _____

3. Details of pupil's medical conditions

Signs and symptoms of pupil's condition _____

Triggers or things that make the condition/s worse _____

4. Routine healthcare requirements (for example, dietary, therapy, nursing needs or before physical activity)

During school hours _____

Outside school hours _____

5. What to do in an emergency

6. Regular medication taken outside of school hours

Name/type of medication (as described on the container) _____

Are there any side effects that the school needs to know about that could affect school activities? _____

7. Regular medication taken during school hours

Medication 1

Name/type of medication (as described on the container)

Dose and method of administration
(the amount taken and how the medication is taken eg tablets, inhaler, injection)

Medication expiry date

Medication storage (refrigerator, locked cupboard)

When it is taken (time of day)

Are there any side effects that could affect the pupil at school?

Are there any signs when this medication should not be given?

Can the pupil administer the medication themselves?

Yes No Yes with Supervision

Medication 2

Name/type of medication (as described on the container)

Dose and method of administration
(the amount taken and how the medication is taken eg tablets, inhaler, injection)

Medication expiry date

Medication storage (refrigerator, locked cupboard)

When it is taken (time of day)

Are there any side effects that could affect the pupil at school?

Are there any signs when this medication should not be given?

Can the pupil administer the medication themselves?

Yes No Yes with Supervision

8. Emergency medication (please complete even if it is the same as regular medication)

Name/type of medication (as described on the container) _____

Describe what signs or symptoms indicate an emergency for this pupil _____

Dose and method of administration (how the medication is taken and the amount) _____

Are there any signs when medication should not be given? _____

Are there any side effects that the school needs to know about? _____

Self-administration: can the pupil administer the medication themselves?

Yes

No

Yes with supervision

Is there any follow up care necessary? _____

Who should be notified?

Parents

Specialist

GP

9. Members of staff who have attended an awareness session to administer medications for this pupil

Regular medication _____

Emergency medication _____

10. Specialist education arrangements required (eg activities to be avoided, special educational needs)

11. Any specialist arrangements required for off-site activities (please note the school will send parents a separate form prior to each residential visit/off site activity)

12. Any other information relating to the pupil's healthcare in school?

Parental agreement

I agree that the medical information contained in this plan may be shared with individuals involved with my son's care and education (this includes emergency services).

I understand that I must deliver the medicine personally to the School Office and am responsible for ensuring that it is in date and replaced as necessary.

I understand that I must notify the school of any changes in writing.

I understand that it is my son's responsibility to go to the School Office for any medication that is needed, unless emergency medication is required.

I understand that it is my responsibility to collect the medication when it is no longer needed/when my son leaves the school and that if it is not collected it will be disposed of.

Signed _____ Date _____

Print name _____

Pupil agreement

I understand that it is my responsibility to go to the School Office for any medication that is needed, unless emergency medication is required.

If I am carrying emergency medication with me I understand that I should not pass my medication to another pupil for use.

Signed _____ Date _____

Print name _____

Healthcare professional agreement

I will make every effort to ensure that an up to date Management Plan, signed by the prescribing physician, is provided if it is available.

If it is not available I wish to continue with this plan.

The Prescribing Physician is _____

Signed _____ Date _____

Parent

Print name _____

Management Plan provided

Management Plan not provided

Permission for emergency medication

I agree that my son can be administered his medication by a member of staff in an emergency

I agree that my son cannot keep his medication with him and the school will make the necessary medication storage arrangements

I agree that my son can keep his medication with him for use when necessary

Name of medication carried by pupil _____

Signed _____ Date _____

Parent

Print name _____

School agreement

It is agreed that (name of pupil) _____

will receive the above listed medication at the above listed time (see part 7)

will receive the above listed medication in an emergency (see part 8)

Signed _____ Date _____

Headteacher or named person with responsibility for pupils with medical conditions

Print name _____ Job Title _____

This arrangement will continue until _____
(either end date of course of medication or until instructed by the pupil's parents)

APPENDIX 3

PARENTAL AGREEMENT FOR ADMINISTERING MEDICATION

Name of Pupil:

Date of Birth

Medical condition/illness

MEDICINE

Name of medicine (as described on container)

Expiry date

Refrigeration

Dosage and frequency

Method

Label checked by

Self-administration **Yes/No** (delete as appropriate)

Procedures to take in an emergency

I understand that I must deliver the medicine **personally** to the **School Office**.
 I understand that I am responsible for ensuring that the medication held by the school is in date and replaced as necessary.
 I understand that I must complete a new form if there are any changes.
 I understand that it is my son's responsibility to come to the office for any medication that is needed.
 I understand that it is my responsibility to collect the medication when it is no longer needed/when my son leaves school.
 I understand that any medication not collected when my son leaves school will be disposed of.

Signed: (Parent/Guardian) Date:

Copy taken and given to Parent **Yes/No** (delete as appropriate)

APPENDIX 4

Medicine Administration Record Sheet

Date	Pupil Name	Date of Birth	Parental Consent for school to Administer	Has any other medication been taken today? If so what	Medication Name/Dosage	Label Checked by	Time administered	Administered by	Witnessed by	Parent Informed & database updated
EXAMPLE 10/03/15	Dan Smith	13/12/01	Yes	No	Ampicillan 50mg- 2.5ml	S. Preston	13.30pm	S. Preston (signed)	B. Jones (signed)	Yes