

SUPPORTING STUDENTS WITH MEDICAL NEEDS POLICY

Updated: October 2015

Review date: October 2017

Adeyfield School is an inclusive community that aims to support and welcome students with medical conditions. Section 100 of the Children and Families Act 2014 places a duty on the Governing Body to make arrangements for supporting students at their school with medical conditions. This policy will make clear to all colleagues the procedures to be followed in supporting these students. Every member of the school community has the right to feel safe and valued.

Aims

- Adeyfield School aims to provide all students with medical conditions the same opportunities as the remainder of the student body.
- To ensure that staff understand the common medical conditions that affect students at this school and understand that many of the conditions may affect quality of life and may be life-threatening, particularly if poorly managed or misunderstood.
- To ensure that all staff understand and are trained in what to do in an emergency for the most common serious medical conditions at this school.
- To ensure clear guidance on the administration and storage of medication.
- To ensure clear guidance about record keeping.
- To ensure that the school environment is inclusive. This includes the physical environment, as well as educational, social and sporting activities.
- To enable staff to understand the impact of medical conditions on a student's ability to learn and their confidence.
- To enable staff to promote self-care.
- To ensure that the school community is aware of the common triggers that can make medical conditions worse.

Procedures

Support for and expectations of staff

- Staff at Adeyfield School receive appropriate training regarding serious medical conditions and what to do in an emergency. This training is provided timely and when relevant to a specific role.
- A log of the medical condition training is kept by the school and reviewed every 12 months.
- In an emergency situation, school staff are required, under common law duty of care, to act like any reasonably prudent parent. This may include administering medication.
- Action for staff to take in an emergency at this school is displayed in every classroom.
- In the event of a major accident or incident a Fully Qualified First Aider must be present and should have with them a radio. Information can be transmitted via radio to Reception or Head's PA to phone for emergency services. The Fully Qualified First Aider should remain with the student/s until the emergency services arrive.
- A log of medical emergencies will be kept by the school First Aiders.
- It is the responsibility of parents to inform the school of any medical condition.

Individual Health Care Plans

- Individual Health Care plans are managed, led and administered by the First Aiders.
- The Individual Healthcare Plan records important details about a student's medical needs at school, their triggers, signs, symptoms, medication and other treatment. It is set up at admission or when the diagnosis is first communicated to the school.
- Parents, relevant school staff and students with a medical condition (and healthcare professionals when available or necessary) will draw up a student's Individual Healthcare Plan. Depending on the complexity or severity of the condition this plan may be drawn up at a meeting that all attend or in consultation and sent home to parents. A copy must be signed by the parents and kept at school.
- Individual Healthcare Plans are used to create a centralised register of students with medical needs and are kept in the student's file with a copy attached as a linked document in SIMS.
- Parents are reminded to inform the school of any changes to their child's condition so that the Individual Healthcare Plan can be updated.
- Every Individual Healthcare Plan is reviewed annually (or more frequently in necessary).
- All relevant staff have access to the Individual Healthcare Plans.
- All staff are responsible for the protection of student confidentiality.

Management of Medicines on the School Premises

- All non-emergency medication is kept in a lockable cupboard, in a temperature appropriate place, in the medical room. Only named staff have access. Students with medical conditions know where their medicine is stored and how to access it.
- Most students at this school carry, and securely keep, their own emergency medication. They are reminded to ensure that their emergency medication is with them at all times. Back-up emergency medication is available in the medical room.
- Where a student is not yet able to self-manage and carry his/her own emergency medication, she/he knows where to access the emergency medication.
- All use of medication, defined as a controlled drug, even if the student can administer the medication themselves, is done under the supervision of staff.
- There is no legal duty for any member of staff to administer medication unless they have this as a specific responsibility in their job description. Staff may administer prescribed and non-prescribed medication to students under the age of 16 with the written consent of the parent(s).
- Training is given to all staff members who to administer medication (where necessary). Where suitably risk-assessed, the school insurance provides full indemnity.
- Parents should complete the parental agreement for the school to administer medicine (Appendix 2) or provide the same information in a letter.
- If a child's medication changes or is discontinued, or the dose or administration method changes, parents should notify the school in writing immediately.
- If a student at this school refuses their medication, staff will record this and follow procedures. Parents are informed as soon as possible.
- If a student misuses medication, either their own or another student's, their parents are informed as soon as possible. These students are subject to the school's behaviour policy.
- Staff ensure that medication is only accessible to those for whom it is prescribed.
- Termly the first aider checks and logs the expiry dates for all medication stored at school.
- An up-to-date list of members of staff who can administer medication is kept in school and displayed in reception and medical room.

- All emergency and non-emergency medication brought in to school must be clearly labelled in its original container, with the correct student's name, the name and dose of the medication and the frequency of dose, expiry date and the prescriber's instructions (if applicable)
- All refrigerated medication is stored in a refrigerator in the medical room, in an airtight container and is clearly labelled.
- All medication is sent home with students or collected by parents if necessary at the end of the school year. Medication is not stored during the summer holidays.
- It is the parents' responsibility to ensure new and in date medication comes into school on the first day of the new academic year.
- An accurate record of each occasion an individual student is given or supervised taking medication is kept. Details of the supervising staff member, student, dose, date and time are recorded (Appendix 3).
- School will dispose of out of date medication once parents have been informed.

Management of Medical Conditions and Medicines on School Trips

- Students with serious medical conditions are required to inform the school via the OV7.
- The leader of the trip will risk assess the needs of the student on the OV4. If the needs are sufficient, which will be decided by the School Business Manager, an OV5 will also be completed.
- Staff members taking a student requiring an OV5 will be given the necessary training to enable them to manage the student's medication and/or emergency procedures, prior to departure. Liaison with the named members of staff who usually administer that student's medication is essential.
- A copy of the OV5 will be retained by the senior leader with responsibility for the trip.
- In the event of an emergency, a member of staff will accompany the student to hospital.
- A contingency plan will be agreed with parents, in advance, should an emergency arise. This will form part of the OV5.
- The trip leader will take responsibility for the safe-keeping of medication on the trip.
- Parents/Carers must be available on an accessible phone number for the duration of the trip.
- If a sharps box is required for an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy, to school or to the student's parent.

Monitoring

- This policy will be monitored by the School Business Manager and Governors to ensure that all employees comply with their professional requirements and procedures are appropriately adopted as required.
- The log of medical emergencies and medication logs will be reviewed termly.
- A record of staff training will be kept and reviewed annually.
- The School Business Manager will ensure compliance with all medical conditions related to offsite visits.
- The Deputy Headteacher (with responsibility for safeguarding) will ensure the implementation of this policy, under the guidance of the Headteacher.



Adeyfield School

Individual Healthcare Plan

Name	
Date of Birth	
Address	
Form	

Medical Details

Medical Diagnosis or condition	
Medical needs/triggers/signs	
Treatment/Medication prescribed	
Known side effects	
Action to be taken in an event of an emergency	

Contact Details

Parents/Carers	
Alternative Family contact (persons nominated by Parents/Carers)	
GP/Consultant – Name, position, number	
Any other relevant Healthcare professional – Name, position, number	
Date	
Review date	



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Parental agreement for Adeyfield School to administer medicine

Date for review to be initiated by	
Child's name	
Date of birth	
Form	
Medical condition of illness	

Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the school needs to know about?	
Self-administration - yes/no	
Procedures to take in an emergency	

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name	
Daytime telephone number	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to:	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signatures(s) _____ Date _____



Adeyfield School

Contacting Emergency Services

Request an ambulance – dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. Your telephone number – 01442 406020
2. Your name
3. Your location – Longlands, Hemel Hempstead, Herts, HP2 4DE
4. Provide the exact location of the patient with the school
5. Provide the name of the child and
6. A brief description of their symptoms
7. Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
8. Complete the table below and keep this form by the phone.

You have given:

	✓
The telephone number	
Your name	
Your location	
The name of the child	
A brief description of their symptoms	
The exact location of the patient with the school	
Ambulance Control the location of best entrance to use and stated that the crew will be met and taken to the patient	

Name: _____ Position in school: _____

Signature: _____ Date: _____