

Section 3.11 Medical Conditions Policy

The named person responsible for students with medical conditions is	Mr. James Casey
The SENDCO is	Ms. Hannah Wray (starts January 2022)
The First Aiders in our school (all completed training in Spring 2021)	Ms. Allain, Learning Support/Lunchtime Supervisor Ms. Andrews, Learning Mentor/Year 9 Inclusion Mr. Bruce, HoD Geography Mrs. Cantone, Finance Officer Mrs. Funnell, Administrator Ms. Kazandjieva, Learning Support Mr. Quartey, Director of Learning Year 9 Ms. Umerah, Teacher of Drama
First Aid boxes are located at	Office, Field, P.E. department, Science department
Medication is stored in	Main Office

Rationale

Every person in our school community has been made in the image of God. We seek to create an environment where everyone can flourish in a loving and hospitable Christian community.

Our school has a responsibility to support students with medical conditions so that they can play a full and active role in school life. As an inclusive school, we are committed to ensuring that those students with long term and complex medical conditions are provided with the on-going support to enable them to manage their conditions whilst in school and keep them well.

This policy provides an outline of roles and responsibilities and the procedures and practices that staff here will engage in. The policy was drawn up in conjunction with our school nurse and a working group of staff members. We used the DfE document, *Supporting students at school with medical conditions* as guidance.

Aims

We aim to ensure that:

- students with medical conditions are able to take a full and active role in school life
- the health and wellbeing of students with medical conditions is supported whilst they are in school
- all staff are aware of the needs of students with medical conditions and are able to support them accordingly
- our school is an inclusive school where we value the contribution of all students

Objectives

We aim to deliver these aims through:

- raising staff awareness of medical conditions
- ensuring that staff have the necessary training
- drawing up health care plans in conjunction with the school nurse, parents/carers and students
- ensuring that staff are aware what to do in an emergency
- making effective arrangements in relation to the storage and taking of medicines
- ensuring that parents/carers and students are involved at every stage

Roles and responsibilities

Governing body

The Students and Families Act 2014 requires governing bodies to make arrangements to support students at their school with medical conditions.

This includes:

- ensuring that arrangements are in place in the school to support students with medical conditions
- providing a strategic overview through policy formation, monitoring and review
- ensuring that sufficient funds are made available to enable the policy to be implemented
- ensuring that the school has a training plan for staff that is properly resourced
- ensuring that school leaders consult health and social care professionals, students and parents/carers to ensure that the needs of students with medical conditions are effectively supported
- monitoring the effectiveness of this policy through consultation with parents/carers and data analysis of outcomes for students with medical conditions
- complying with duties under the Equality Act 2010

Headteacher

The Headteacher must oversee the implementation of the school policy, including:

- providing time and resources for the responsible person to carry out their duties and facilitating staff training
- keeping governors informed about the contents of the policy and providing information for them about its effectiveness
- tracking outcomes for students with medical conditions in conjunction with the assessment coordinator

Person responsible for students with medical needs

Responsibilities include:

- keeping a register of students with medical needs; monitoring individual health care plans
- liaison with external agencies including school hospitals
- guidance and operation surrounding staff training needs
- briefing supply teachers
- completing risk assessments for school visits, holidays and other school activities outside the normal timetable
- drawing up and supervising the implementation of healthcare plans in conjunction with the school nurse, students, parents/carers and other members of staff
- providing information about the effectiveness of the school's policy to the Headteacher

Teachers

Teachers are responsible for the students in their care. It is expected that they:

- are knowledgeable about students' individual medical conditions, how they should support them and what they should do in an emergency
- feedback information to the person responsible where they have any concerns or observations
- liaise closely with parents/carers and external agencies as necessary
- adapt their teaching, learning and the classroom environment where necessary to support the students
- implement students' healthcare plans effectively

Involvement of parents/carers

Parents/carers must be closely involved in the school's efforts to ensure correct support for students with medical conditions. This involvement should begin as soon as the school is informed that a student with medical conditions will be transferring.

Parents/carers are expected to:

- provide on-going information about the progress of their child both in terms of health needs and if there are any noticeable changes in relation to their overall wellbeing and academic progress
- work with the school on drawing up health care plans
- ensure that the correct medication is provided for the school according to school policy

Involvement of students

It is expected that students are involved in drawing up their individual healthcare plan and are encouraged to take responsibility for managing their condition as much as possible within school.

Procedures and practice

When a child is admitted with medical needs

The responsible person liaises closely with the previous school to ensure that records and information are passed on as quickly as possible and ideally prior to the student being admitted. This should include face-to-face discussion where this is practicable.

The school nurse is involved in providing advice to the responsible person and staff, as necessary, about the particular medical condition of the child. In some cases additional training may need to be arranged.

Staff training

All staff are trained in relation to the main conditions likely to be encountered in school such as epilepsy, diabetes and asthma. All staff, including supply staff, are aware of:

- what to do in an emergency
- medical needs across the school
- specific information relating to students they are working with.

The responsible person logs the training carried out and any identified training needs as new students are admitted or the health care needs of individual students change.

Individual health care plans

A standard healthcare plan is used and completed with the involvement of:

- the school nurse
- the responsible person
- the teacher
- the parents/carers
- the student

Plans are reviewed annually, if not before, as health care needs change. Healthcare plans are stored securely in the SENCO's office and are available to staff on SIMS.

When a student feels ill

When a student feels ill the teacher makes the initial decisions about the actions to take. If he/she is in any doubt then they must consult immediately with the responsible person who may take the advice of a first aider.

In the case of an emergency an ambulance might must be called and parents/carers informed as quickly as possible.

All staff must be aware of the possible emergencies that might occur in relation to students with medical conditions in the school.

Managing medicines

All medication is kept securely in the main office and students must know where their medication is at all times. Wherever possible students are encouraged to self-manage their medicines. However, an appropriate level of supervision is still needed.

A consent form must have been signed by parents/carers and administering staff must check the details including dosage, expiry date and when the medicine was last administered. A record must be kept of each administration.

Staff should administer the medication as instructed on the label and as specified in the written permission from the parents/carers – great care should be taken in ensuring that the correct amount is given by the correct route and, wherever possible, a second member of staff should check and witness the administration.

More detail is included in our Administering Medication section of this policy

Risk assessments

A risk assessment is completed as part of a child's healthcare plan. Separate risk assessments are also completed where the child is involved in an additional activity outside of the normal school timetable. This is to ensure that the student can participate without putting themselves or others at risk.

Other activities

It is our school policy that all students have access to all the enrichment activities that are made available. In some cases, this may mean that additional support and reasonable adjustments need to be made for some of our students. This may require further liaison with the school nurse and parents/carers. Where an outside provider is delivering an enrichment activity it is expected that they will follow the same inclusive policy and this is discussed prior to their involvement in the school.

Transition arrangements

The transfer of information about students' medical conditions takes place during the transfer process. In some cases, it will involve the responsible person from the origin school and school nurse meeting with key members of staff of the receiving school. Wherever possible, face-to-face meetings are arranged to pass on information. Additional days may be arranged for the student to visit the new school as needed.

In an emergency

All staff have a duty of care to all students in the school which means they might be required to support them in an emergency.

In the case of an emergency, the immediate needs of the student are paramount and an ambulance should be called immediately. Parents should be informed as soon as possible and, if they are not immediately available, the child will be accompanied in the ambulance by a known member of staff.

The responsible persons should always be informed and records kept of actions pre and post incident.

Students with health care plans have information about 'what to do in an emergency' written into the plan and all staff should be aware of this.

Training on emergencies in relation to asthma and epilepsy are delivered annually and supply staff are provided with summary information.

Monitoring and evaluation

The effectiveness of this policy is monitored through:

- termly checks of the record of medicine administration and incidents
- annual review of the policy via consultation with key members of staff, parents/carers, students and external agencies
- analysis of student outcome information in relation to this group of students

Making a complaint

Parents/carers should follow the complaints procedures which are available on the school website.

Administering Medication Policy

Aim

The aim of St Saviour's and St Olave's is to ensure that all staff and parents/carers are aware of the procedures to be taken in the administration of prescribed medication to students.

Background

Every person in our school community has been made in the image of God. We seek to create an environment where everyone can flourish in a loving and hospitable Christian community. Our school understands the safe and effective administration and management of prescribed medication to be an essential part of its duties and procedures to safeguard the health and well-being of our students.

Many young people have the occasional or regular need to take prescribed medication to keep them in good health and to ensure their well-being. SSSO is keen to ensure that the need for medical care, or the administration of prescribed medication, does not stop our students from attending regularly and will therefore arrange for the administration of certain medication by advance agreement with their parents/carers.

SSSO understands the importance of ensuring that medication is administered correctly. It understands that mistakes involving medication may be injurious to the health and well-being of a student and will do all it can to ensure that its policies and procedures are robust and reflect good practice in line with national guidance.

The introduction of the duty of care for students with medical conditions in the Students and Families Act 2014 has raised awareness of this aspect of school policy. Our school will do its very best to meet students' needs effectively.

Policy

- To safeguard the health of students, certain prescription medication will be administered by staff who are trained in the administration of medication.
- The school will only usually administer prescription medication that is essential to the health of a student and where it would be detrimental to a student's health if the medicine were not administered at a time when the student is present on the premises – where medication can be given to the child when they are home then we would expect the parents/carers to make alternative and appropriate arrangements for the medication to be given.
- The need for medication should be discussed with the student's parents/carers along with the appropriate sharing of all other relevant health details at the time of the registration of a new student.
- There must be written permission from parents/carers and the Headteacher for medication to be administered by a member of staff, or self-administered by the pupil during school hours. This should specify the date, time, dosage and name of the medication.
- No child under 16 will be given prescription or non-prescription medicines without their parents'/carers' written consent – except in exceptional circumstances.
- Students with complex or long-term medical or health needs will have a care plan agreed with the parents/carers which may well include a long-term plan for the administration of medication. This will include details of dosage, possible side-effects and arrangements for the storage of the medication.
- The medication to be administered must be brought in by the parents/carers themselves and left with staff – the medication must be prescribed and in its original container as dispensed by a pharmacist and bear its original label which must be legible and must have the name of the student on it. There must be instructions for administration, dosage and storage.
- Insulin must be in date but will usually be inside an insulin pen or a pump rather than in its original container.
- Medication will only be administered by staff who have previously agreed to the role and who have been given training in the administration of medication.
- When administering medication on a routine basis staff should do the following.
 - a. Check that a signed consent form is in place.
 - b. Check the administration record to ensure that the medication is due by establishing when the student last received the medication.
 - c. Check the identity of the student.
 - d. Check the label of the medication for the name of the medication, the name of the student, the strength of the medication and the expiry date of the medication.
 - e. Check that the child is not allergic to the medication.

- Staff should administer the medication as instructed on the label and as specified in the written permission from the parents/carers. Great care should be taken to ensure that the correct amount is given by the correct route and, wherever possible, a second member of staff should check and witness the administration.
- A child under 16 should never be given medicine containing aspirin unless prescribed.
- Accurate, signed records should be kept of all medication administered, withheld or refused. This should include what, how and how much was administered, when and by whom. Any side effects should be noted.
- Any students taking medication themselves should be closely monitored and any side effects or reactions reported immediately.
- Where a student refuses to take their medication no attempt will be made to make them take it. The refusal will be recorded.
- Parents/carers should be informed of any medication given or refused so that alternative options can be considered.
- All medication should be kept securely (but not locked) in the student office and any unused or surplus medication should be returned to the parent/carer. An exception to this is Asthma inhalers which should be kept with the student and a spare inhaler kept in the office.
- Students should know where their medicines are kept at all times and be able to access them immediately. Medicine and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are readily available to students and not locked away.
- Controlled drugs are kept in the office and will be monitored by the SENDCO on a termly schedule or as agreed.
- If the medicine provided has not been prescribed for the student, has the wrong name on it, is out of date or does not match the medication or strength specified in the written permission, then staff must not under any circumstances administer it – where staff have any doubts then the parents/carers should be contacted.
- It is the responsibility of parents/carers to ensure all medication is in date and to replace medication as required. All medication is returned at the end of the school year and replaced in September.
- Wherever possible, students should be encouraged to self-manage their medication. Where they are doing this it should be clearly stated and include the arrangements for monitoring. An appropriate level of supervision is needed and this should be recorded.
- Separate arrangements will be made for procedures during school trips and other school activities to ensure that the student is able to participate.
- When no longer required, medicines should be returned to the parent/carer to arrange for safe disposal. Sharps boxes should always be used for the disposal of needles and other sharps.

Vaccinations

- Each year vaccination sessions will be held in school. The current secondary school schedule involves:
 - the administration of HPV vaccination to Year 8 girls
 - Meningitis ACWY vaccine to Year 9 students
 - as a catch up programme the Meningitis ACWY vaccine to Year 11 students
- The school will facilitate these sessions by providing an appropriate room to be booked in advance with the immunisation team. The room should contain tables and chairs and an electronic socket for a fridge to be plugged in. Sessions usually start from 9am and run until lunch time, although sessions may continue into the afternoon.
- Prior to vaccination sessions, a designated member of school staff will be asked to submit a class list to the school nurse/immunisation team providing the name, date of birth, ethnicity, gender, address and a contact number for the students in the targeted year group for the vaccination.
- School staff should promote the uptake of vaccinations by ensuring that all relevant students are given a consent form which should be sent home and completed by a parent/carer. Where possible, the school should send text messages as a reminder to parents/carers. Directors of Learning should accommodate the school nurse/immunisation team to lead an assembly prior to the vaccination session to further promote the uptake and enable young people to make an informed choice about receiving the vaccination.
- Consent forms need to be returned to school and collected by the school nurse/immunisation team **two weeks** prior to the session to enable the forms to be safely screened. The deadline for returning forms should be communicated to parents/carers by the school and any students who return forms after the deadline may not be able to receive their vaccine on the day of the scheduled session.
- On the day of the vaccination session the school staff members allocated to support with the vaccination session should be available from 9am. Their role will be to get the students from their classes and bring them to the vaccination session and to crowd control/manage behaviour in the room in which the vaccines are being administered. This is essential to enable the nurses to safely administer vaccines to the students.
- Where students have not returned a consent form and are deemed to be Gillick Competent, they may be given the option to self-consent to receiving a vaccine.
- Any students who miss a vaccine, due to absence or because they have returned a consent form at a later date than the scheduled vaccination session, should have the opportunity to 'catch up,' at a later school session or community clinic. The school can contact the immunisation team to discuss possible catch up dates.

Management duties

Managers and senior staff in the school have a duty to:

- protect the health and safety of staff and students at all times
- ensure that all policies and procedures are effectively implemented
- regularly review and audit provisions in this area to ensure that policies, procedures and arrangements are adequate
- ensure that adequate numbers of staff are trained to administer medication to cover staff sickness, holidays and other absence
- arrange any training required
- monitor the administration of medication carefully to ensure that the procedures are being carried out properly and that they are clear to all
- obtain feedback from staff highlighting any areas of concern or to identify training needs that they may have
- ensure that all staff and parents/carers are aware of this policy
- ensure that relevant partner agencies are informed of this policy
- ensure that the policy is regularly reviewed and updated, including contributions from staff representatives, parents/carers and partner agencies.
- liaise with the school nurse to ensure that staff are sufficiently proficient to be able to administer medication

Staff duties

Only staff who agree to a role that includes the administration of medication should administer medication.

Staff who agree to a role that includes the administration of medication should sign a consent form to say they are willing to administer medicine.

Agreeing to a role which includes the administration of medication is a voluntary decision by staff and no pressure will be brought by the management to perform this role.

Staff in the school have a duty to comply with agreed policies and procedures at all times.

Training

- All staff will be made aware of this policy during induction and provided with necessary training relevant to their role.
- Staff who agree to a role which includes the administration of medication will be asked to attend general training (repeated annually) in the administration and monitoring of medication which will be arranged with local healthcare professionals.

Applicability and scope

This policy applies to all staff and volunteers working for the school without exception. All staff have responsibility for ensuring that they work within the remit of this policy and in the manner in which they have been trained.

Approved by Governing Body November 2021