

# SIR FREDERIC OSBORN SCHOOL

## Supporting Students with Medical Conditions Policy

### **Purpose**

Sir Frederic Osborn School wishes to ensure 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 September 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.

### **1. 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.

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

- The overall implementation of the Supporting Students with Medical Conditions Policy and procedures of Sir Frederic Osborn School.
- 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.
- 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 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.
- Keeping written records of any and all medicines administered to individual students and across the school population.

# SIR FREDERIC OSBORN SCHOOL

- Ensuring the level of insurance in place reflects the level of risk.

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

- The day-to-day implementation and management of the Supporting Students with Medical Conditions Policy and procedures of Sir Frederic Osborn School.
- 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.
- Making sure that the staff who need to know are aware of a child's medical condition.
- Developing Individual Healthcare Plans (IHCPs).
- 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 of delivering the promises made in this policy.
- Ensuring the correct level of insurance is in place for teachers who support students in line with this policy.
- Contacting the school nursing service in the case of any child who has a medical condition.
- Ensuring that any staff member who has been directly involved in a medical emergency has the support and the opportunity to take time out from their normal day to day duties so they can reflect and recover from the ordeal.

## **Staff members 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.
- 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.

# SIR FREDERIC OSBORN SCHOOL

## **School nurses 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 Headteacher, other staff members and healthcare professionals.

## **2. 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 Sir Frederic Osborn School, including teachers.

## **3. 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 on-going training as part of their development.
- Teachers and support staff who undertake responsibilities under this policy will receive the following training externally:
  - **First Aid**
  - **Administering Medication**
  - **Individual Health Care Plans**

# SIR FREDERIC OSBORN SCHOOL

- 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 Office Manager will keep a record of training undertaken and a list of teachers qualified to undertake responsibilities under this policy.

## 4. The role of the child

Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.

Where possible, students will be allowed to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location.

If a student refuses to take medication or carry out a necessary procedure, parents will be informed so that alternative options can be explored.

Where appropriate, students will be encouraged to take their own medication under the supervision of a staff member.

## Individual Healthcare Plans (IHCPs)

- Where necessary, an Individual Healthcare Plan (IHCP) will be developed in collaboration with the student, parents/carers, Headteacher, Special Educational Needs Coordinator (SENCO), Administrator 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.

## 5. Medicines

# SIR FREDERIC OSBORN SCHOOL

- 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.
- No child under 16 years of age will be given medication containing aspirin without a doctor's prescription.
- 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.
- Controlled drugs may only be taken on school premises by the individual to whom they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our Drug and Alcohol Policy.
- All medicines should be stored safely and the child should know where their medicines are stored at all times and be able to access them immediately. They should know which staff member holds the key to the storage facility. Medicines such as asthma inhalers, blood glucose testing meters and adrenaline pens should be readily available & not locked away. Students will never be prevented from accessing their medication.

**NB (This is only possible when we have a dedicated medical room, which only first aiders can access).**

- Any medications left over at the end of the course will be returned to the child's parents.
- Written records will be kept of all kinds of medication administered to children.
- Sir Frederic Osborn School cannot be held responsible for side effects that occur when medication is taken correctly.

## 6. Record Keeping

# SIR FREDERIC OSBORN SCHOOL

- A record of all medicines whether they are controlled drugs or not are recorded by the allocated staff member providing evidence that the correct procedures have been followed. This will consist of the name of the student, name of medicine and quantity received in school, date, time and dosage administered to child. All information is signed off by the allocated staff member.

## 7. Emergencies

- **If a staff member/first aider deems a situation as a medical emergency, they will ask the School Office to ring 999, giving full details of patient, location and medical need whilst staying with the child at all times.**
- **If a child needs to be taken to hospital, a member of staff will remain with them until their parents arrive.**
- **Students will be informed in general terms of what to do in an emergency such as telling a teacher.**
- **As part of a general risk assessment process, arrangements are in place for dealing with emergencies for all school activities wherever they take place, including school trips within and outside the UK.**
- Where an Individual Healthcare Plan (IHCP) is in place, it should detail:
  - What constitutes an emergency.
  - What to do in an emergency.

## 8. Avoiding unacceptable practice

Sir Frederic Osborn School understands that the following behaviour is unacceptable:

- 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 medical room or 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.

# SIR FREDERIC OSBORN SCHOOL

- Prevent students from easily accessing their inhalers and medication and administering their medication when and where necessary.

## 9. Insurance

- Teachers 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 Business Manager.

## 10. Complaints

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

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