



## **SUPPORTING MEDICAL NEEDS AT SCHOOL**

### **Purpose of the policy:**

The school has a duty to make arrangements to support students with medical conditions access education. The school has regard to guidance issued by the Secretary of State, 1 April 2014 entitled "Supporting pupils at school with medical conditions".

The aim of this policy is laid out in the statutory guidance i.e. "to ensure that all children with medical conditions, in terms of both physical and mental health, are properly supported in school so that they can play a full and active role in school life, remain healthy and achieve their academic potential". This policy also covers procedures relating to accidents and illness on site and the administration of medicines.

### **Key points:**

1. The school will liaise with, and take advice, from medical professionals with regard to the needs of any individual child; it will work closely with parents/carers and students to support full access to education.
2. All children must receive a full-time education, unless this would not be in their best interests because of their health needs
3. The key focus is the needs of each individual child, and how their medical condition impacts on their school life.
4. Arrangements should show an understanding of how medical conditions impact on a child's ability to learn, as well as increase their confidence and promote self-care.
5. Staff training should ensure that the school can provide the educational support students need and appropriate support for their medical condition.
6. No child with a medical condition should be denied admission or prevented from taking up a place in school on the grounds that arrangements for their medical condition have not been made. However, where admission or attendance would place others at unnecessary risk (e.g. infectious diseases) then the child does not have to be accepted in school.

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## **1 Identification of students with medical needs:**

- 1.1 The school gathers information from parents/carers on any medical conditions as part of the entry information, with annual opportunity for update of these. In addition, parents/carers are asked to inform the school of any changes or concerns with regard to medical conditions as soon as these are known. The school consults with medical professionals in instances where conditions require immediate intervention or special arrangements to ensure the safety and support of the student.

## **2 Notifying staff:**

- 2.1 Students with medical conditions are placed on the school's medical information list, and a summary of information is recorded on SIMS. A list of those with serious conditions is also circulated to all staff termly (or more frequently as required in the event of any significant change). This information is also provided for any school trips or visits, together with advice on actions to be taken in the event of any problem. Staff are also informed of any incidents or infectious illnesses which could affect staff health (e.g. German measles)

## **3 Taking part in the full range of school activities:**

- 3.1 Where there are concerns about a student taking part in an activity, a risk assessment takes place to see what actions can be taken to minimise any risk and support full involvement. If the risk cannot be reduced to an acceptable level despite medical advice being sought and all reasonable steps being taken, then the child's safety is placed as the first consideration.

## **4 Health Care Plans:**

- 4.1 These are developed and monitored with support from medical professionals as appropriate for the child's condition and where this is advised on medical grounds. The school First Aiders monitor these with the aid of the attached School Nurse. Plans are kept readily available by the First Aiders, and a copy is provided for the emergency services in the event of any emergency call.
- 4.2 Plans are agreed with parents, students and health professionals; these are reviewed in the event of any concern raised by parent or a change in the medical information or seriousness of the condition. The School Nurse usually completes these forms with the parents/carers and the student.
- 4.3 Where a student is competent to manage their own health needs and medicines, this is both encouraged and recorded in the Health Care Plan. Where immediate access is needed, these medicines are carried with the student; otherwise, the school student office (which has First Aid expertise) holds these.
- 4.4 Any re-integration to school after hospital or alternative provision may need additional support, arrangements for which are kept with the health care plans for the duration of the re-integration or added to the health plan if a long-term requirement.
- 4.5 Health plans include:
- Medical condition, its triggers, signs, symptoms and treatments
  - Students' resulting needs
  - Level of support needed, together with any self-medication and monitoring arrangements
  - Who will provide support, and the training needs etc, together with any cover arrangements
  - Who in the school needs to be aware of the child's condition and the support required
  - Arrangements for written permission from parents for medication to be administered by a member of staff or self-administered. The First Aiders confirm any arrangements, consulting with the School Nurse as needed, if any additional training is required.

- Arrangements for school trips or other extracurricular activities that ensure the child can participate
- Where confidentiality issues are raised by the parent/carer/child, those to be entrusted with the information
- Emergency arrangements, including contact and contingency.

Specific support for the student's educational, social and emotional needs (e.g. catching up, how absences will be managed, extra time arrangements for examinations, counselling sessions etc) is arranged by the Year team; given the need to be flexible and to react quickly, this is not formalised on the Health Plan, but kept separately by the Year team. The school is responsive to any raised concerns.

## **5 Roles and responsibilities:**

- 5.1 Governing Body: Ensuring a policy that clearly identifies roles and responsibilities; ensuring arrangements to support students with medical conditions in school; ensuring staff receive appropriate training and are competent in this training before supporting students with medical conditions.
- 5.2 Headteacher: Ensuring policy developed and effectively implemented. This to include ensuring procedures in place for completion of Health Care Plans as needed; relevant staff aware of students' medical needs; relevant staff trained to the necessary level of competence; commitment to supporting students to access full-time education and related opportunities.
- 5.3 Attached School Nurse: Providing medical advice for the school in dealing with various conditions liaising with other medical professionals as necessary; providing training as required to support Health Care Plans; drawing up of Health Care Plans for the individual in consultation with the parents/carers, student and school or advising the school of how to do this; notifying the school when a medical condition is diagnosed for a student in the school's care.
- 5.4 Parents/Carers: To provide the school with sufficient and up to date information about their child's medical needs; contribute to the Health Care Plan; carry out action agreed as part of this plan (eg provision of medicines or other equipment)
- 5.5 Students: need to alert the school to any medical concerns during the school day and contribute to the health plan, following agreed arrangements regarding medication or other medical arrangements put in place to support them
- 5.6 School staff: Awareness of needs and what to do in the instance of a medical need or emergency; commitment to supporting students with medical conditions to access full education and related opportunities.
- 5.7 First Aiders: Awareness of medical needs of students, ensuring these are recorded and communicated; liaising with parents/carers, school staff and year teams re needs, conditions and any medical action and/or support needed. Ensuring training is up to date, and any additional need flagged up with the School Nurse. Familiarity with Health Care Plans and ensuring their response to emergencies is in line with these and school policies.

## **6 Staff Training:**

- 6.1 The School Nurse advises the school on training needs for the conditions of students on its roll. He/she will often provide the training, certifying when this is complete, or will advise where the training can be found. Similarly, the School Nurse will advise on any appropriate equipment for the school to hold and associated training.
- 6.2 First Aiders in the school office will receive a wide range of training; at times, it is necessary that other school staff in contact with the child need emergency training e.g. EpiPen. This is

provided as part of the annual training and/or guidance is provided in the school handbook. A log of training is kept for individuals.

- 6.3 Where certain prescription medicines or health care procedures are required, appropriate training MUST be given first; a first aid certificate in itself does not count as appropriate training. The appropriate health care professional will then authorise competency in the member of staff concerned e.g. certificates for EpiPen or Buccal Midazolam, or writing to confirm training successfully completed e.g. epilepsy, diabetes.

## **7 Feeling unwell at school:**

- 7.1 It should be noted that, where students with medical conditions feel unwell at school, then staff should follow advice given regarding their condition. This generally falls into the alternatives below, unless other individual actions are stated in the student's health care plan or safety plan.
- send for the First Aider immediately, letting them know the student's name so they can bring any necessary items OR
  - send the student to the First Aider, ensuring they are accompanied by a suitably responsible individual.

## **8 Unacceptable practice:**

- 8.1 The school does not condone:
- barring access to medically needed equipment or medicine
  - treating all students with the same condition in the same way, ignoring individual situations or needs
  - ignoring medical conditions (though the school will challenge or request further information where the condition is unclear)
  - sending students home for medical conditions, unless this is clearly a health need
  - sending students who report feeling unwell to the school office unaccompanied where they have medical conditions, or whether the symptoms indicate any risk
  - preventing students from drinking, eating or taking toilet breaks where this is needed to manage their medical condition
  - requiring parents/carers to attend school to administer medication or provide medical support
  - putting unnecessary barriers in the way of a child participating in any aspect of school life e.g. requiring parents/carers to accompany a child on a school trip.

## **9 Insurance:**

- 9.1 The Governing Body ensures that the school is insured in line with DfE expectation and appropriately reflects the level of risk associated with its functions. These insurance arrangements are available for inspection by staff and cover staff carrying out a range of duties. Where individual cover is needed to be arranged for any specific health care procedures, the school will duly organise this.

## **10 Complaints:**

- 10.1 In the event of a concern or complaint about the support provided and/or arrangements made for students with medical conditions then parents/carers are encouraged to raise this with the relevant staff members to look for an early resolution.
- 10.2 Where this does not resolve the matter, parents/carers may raise the complaint using the school's complaint policy, addressing their complaint to the Headteacher.

## **11 Accidents and Illness of students, staff or visitors:**

### **Serious accident or illness:**

- 11.1. In the event of a serious accident or illness an ambulance should be summoned by dialling 999. If anaphylaxis is suspected, a paramedic ambulance should be requested as these carry adrenaline. Unless the situation is life threatening, the 999 call would be done by a member of the first aid team based in the school office. A clear indication should be given as to why and where the ambulance is required. The time of the emergency call should be noted.
- 11.2. While this is being done, arrangements should be made for the casualty to receive emergency treatment from the school's first aider or a person qualified in first aid where available. A list of suitably qualified members of staff is held; the school has first aiders based in the school office who would be the normal first point of call.
- 11.3. A member of the school staff should wait at an appropriate point to direct the ambulance crew to the patient.
- 11.4. Where emergency action has been taken for a child, the parents should be informed and asked to take over responsibility for the child. (See also Points 5, 6 and 7).
- 11.5. A member of the school staff will accompany a child taken from school by ambulance if a parent or other responsible adult is not available.
- 11.6. The circumstances of the injury or illness should be reported at the hospital. Any further relevant information on the child's medical history should also be given if possible, eg epilepsy, allergy to certain drugs, etc.
- 11.7. Where it is necessary for a student to be seen by a doctor and/or hospital staff because of a serious accident or illness, the medical service may require parental consent before surgical or medical treatment is given to a student who is under 16 years of age. It should be made clear as to what measures have been taken to contact the parents and their telephone number and address should be given (preferably in writing) to the hospital staff.

### **Other accidents or illness:**

- 11.8. When it is felt that medical opinion is needed for a child injured or taken ill at school, parents/carers will be advised that advice should be sought via the NHS advice service or the child's GP. If in any doubt, medical advice will be sought via the Accident and Emergency department.
- 11.9. A child who is taken ill at school, or who cannot continue working at school as a result of an accident, may be returned home, but only when satisfactory arrangements have been made with the parents.
- 11.10. No member of staff may take a child off site until permission has been given by a member of the Leadership Team.

### **Recording and reporting of accidents/illness**

- 11.11. All contact with the school first aiders (based in the school office) is logged with brief details of any symptoms or injury noted, together with any contact with parents/carers. Staff treatment is also recorded.
- 11.12. In addition, injuries where there is an indication of misbehaviour by other students will be referred to the year team for investigation. Records of any investigation and their outcome will be kept by the year team. Where students do not report any such incident, nor parents/carers, then no investigation for disciplinary reasons can be undertaken.

- 11.13 Accident reports will be completed and passed onto the London Borough of Sutton's Health and Safety Unit in the following circumstances:
- Where a student needs external medical/dental treatment or emergency intervention
  - Where the nature of the injury is such that a student's parents are immediately called, and the student is taken home
  - All head injuries
  - All burns/scalding
  - Where there has been a failure of equipment or where an item of furniture/building structure has caused injury
  - Where the student's property is damaged due to failure of school equipment or furniture
  - Student accidents which are indicative of a failure in health and safety controls.
  - Any incidents involving injury to staff
- 11.14 Accident reports will also be completed in the following circumstances:
- Any injury that is suspected may need medical intervention or is later reported as such
  - Where students indicate a minor accident was due to the site environment
- 11.15 In addition, near misses which are indicative of a failure in health and safety controls will also be logged on an accident form.

## **12 ADMINISTRATION OF MEDICINE**

- 12.1 Medicines required by students during school hours may be administered/supervised by the school's first aider/teacher/trained first aider acting in loco parentis provided the following procedure has been followed:

(i) A Healthcare Plan or clear written instructions are provided by the parent/carer requesting that medication be given at school and that such medication is necessary during school hours. Details of the drug should include dosage, the time and method of administration, and the frequency of dosage if appropriate, e.g. asthma inhalers. It should also include the expiry date of the medicine and any side effects the medicine might have. The responsibility for providing any side effects information to the school rests with the parent/carer. Changes in medication should be notified immediately by parent/carer to the school.

(ii) The medication should be in a container clearly labelled with the child's name and tutor group. If the medication is a prescribed medicine, the medicine must be given to the school in the container in which it was dispensed by the pharmacy and must include the dispensing label.

(iii) All medications should be stored in a secure appropriate place not accessible to children, unless an agreement has been reached between parent/carer and school for the child, e.g. to carry his/her own asthma inhaler/EpiPen.

(iv) A written record should be kept on the Daily Medical Record for each child taking medication at school specifying the name of drug, dosage, and time of administration,

(v) Any queries regarding the administration of medicines should be referred to the parent/carer. The School Nurse Specialist Practitioner is also a further source of general guidance. Further policy guidance is also available in the Managing medicines in Schools and Early Years Settings (DfES 2005).

- 12.2 The advice given above relates in the main to children suffering from chronic conditions, e.g. asthma, epilepsy, anaphylaxis. Where a child is suffering from an acute condition, such as a cough, parents/carers should be advised to ask for a prescription which can be administered outside school hours. This is now possible with modern forms of medicine and should obviate the need for schools to administer medicines during school hours in these circumstances. The

doctor's advice on a return to school should be followed. However, on the rare occasions this is not possible medication can be held and administered on a temporary basis e.g. antibiotics requiring more than 3 doses a day. Written instructions as detailed in (i) must also be provided.

- 12.3 All teachers are in 'loco parentis' when in charge of any group of children, on or off site, and it is reasonable to expect that they would undertake duties which would be carried out by any caring parent/carer, bearing in mind the safeguards afforded by the form of written request suggested in this policy note. However, any teacher whose religious convictions would prohibit them from administering medicines should communicate this fact to the Headteacher.

This policy was reviewed in July 2023  
The next review will be in July 2024

## **APPENDIX 1**

### **FIRST AID INFORMATION**

The school has trained first aiders in the school office who are able to deal with minor injuries and children who are taken ill in school. Parents/carers who do not want their child treated by a first aider for minor injuries must write to the school stating this.

#### **What happens if a child feels unwell during the school day?**

Students who are unwell during the school day must report to the school office so a first aider can assess them. The first aider will contact home if there are concerns about carrying on during the school day and/or in the case of serious illness or injury.

#### **What happens if my child needs medication during the school day?**

Medicines required by students during school hours may be administered/supervised by the school's first aider acting in loco parentis.

Students should not carry any medication on them except for EpiPen's & asthma inhalers. All other medication should be brought into the school office first thing in the morning, with a note giving the first aider consent to administer this and detailing any medication the student may have already taken that day.

Supplies of long-term medication can be held in the medical room with a signed parental consent form (Appendix 2).

#### **What sort of things can be treated or assessed by the first aider?**

- Complaints about feeling hot or running a temperature
- Sickness
- Nosebleeds
- Insect stings/bites
- Burns or scalds
- Accidental injuries
- Rashes
- Minor Head Injuries

#### **What common ailments can the first aider NOT treat?**

- Sore throats, coughs and colds; as a school we do not hold any cough mixtures, throat sweets or any other remedies.
- Hay fever; we can only offer saline solution to bathe their eyes.
- Headaches/migraines; we can only offer cold water and somewhere quiet to rest for a short period of time
- Unless medication has been provided by the parent/carer with appropriate authorisation, the school cannot provide paracetamol, aspirins, antihistamines or other medications. Similarly, we are not allowed to administer antiseptic creams or lotions.

#### **What happens if my child has an Asthma attack at school?**

Asthma is a common long-term condition that can cause coughing, wheezing, chest tightness and breathlessness.

If your child has asthma, please ensure that he/she carries their Asthma pump with them at all times.

The severity of these symptoms varies from person to person. Asthma can be controlled well in most people most of the time, although some people may have more persistent problems. Occasionally,



asthma symptoms can get gradually or suddenly worse. This is known as an "asthma attack", although doctors sometimes use the term "exacerbation".

Severe attacks may require hospital treatment and can be life threatening, although this is unusual. In such cases, the school would place an emergency call and also contact parents/carers.

Glenthorne High School holds an emergency asthma kit which can be used where appropriate provided we have your written consent to do so.

Further information about asthma can be found at:

<http://www.nhs.uk/conditions/asthma/Pages/Introduction.aspx>

### **What happens if my child suffers a head injury?**

If your child experiences a knock, bump or blow to the head, we assess them using a minor head injuries checklist. The symptoms of a minor head injury are usually mild and short-lived. They may include:

- a mild headache
- nausea (feeling sick)
- mild dizziness
- mild blurred vision

Students are advised of the signs of concussion and parents/carers are contacted. Further information can be found at

<http://www.nhs.uk/conditions/head-injury-minor/Pages/Introduction.aspx>

### **Where can I find out more about the vaccinations?**

You will be notified of vaccinations by letter, email or other contact, and will need to provide a consent form before the School Nurse Service can administer this. You always have the option of arranging a vaccination out of school hours or via your GP.

## APPENDIX 2

### PARENTAL AGREEMENT FOR SCHOOL TO ADMINISTER MEDICINE

The school will not give your child medicine unless you complete and sign this form and the school has a policy that the staff can administer medicine.

Name of school

Name of child

Child's Tutor

Date of birth

Medical condition or illness


#### Medicine

Name/type of medicine  
*(as describes on the container)*

Expiry date

Dosage and method

When to be given

Any other instructions

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


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

#### Contact Details

Name

Daytime telephone no.

Relationship to child

Address


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 medicine or if the medicine is stopped.

Parent/ Carer Signature(s) \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_

If more than one medicine is to be given, a separate form should be completed for each one.