

## **DARRICK WOOD SCHOOL MEDICAL NEEDS POLICY**

**Reviewed:** November 2019

**Agreed:** November 2019

**Next Review Due:** November 2021

**Person responsible:** Ms C Wilson-Hooper

### **Principles**

Darrick Wood School is an inclusive community that aims to support and welcome pupils with medical conditions. The School understands its responsibility to make the school welcoming, inclusive and supporting to all pupils with medical conditions and provide them with the same opportunities as others.

- The School ensures all staff understand their duty of care to children and young people in the event of an emergency.
- Staff receive on-going training and are regularly updated on the impact medical conditions can have on pupils and what to do in an emergency.
- The School understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
- The School understands the importance of medication being taken as prescribed.
- All staff are aware of the common medical conditions that affect children at the School.

The Governing Body has a statutory duty to make arrangements for pupils with medical needs under s.100 of the Children and Families Act 2014. This policy and supporting documents are based on Department of Education statutory guidance (December 2015) Supporting pupils at school with medical conditions.

Darrick Wood School is an inclusive school and aims to make reasonable adjustments to support pupils with medical conditions. This includes the physical environment, as well as social, emotional, sporting and educational activities.

### **Roles and responsibilities**

#### Parents/Carers

- notify the School of the medical condition of their child if their child has an Individual Healthcare Plan, daily medical needs, particular needs for educational visits *and any* changes to their condition
- ensure medication is well labelled and in date

#### Pupils

- ensure they inform responsible adults on how their condition affects them

#### The Governing Body

- ensures health and safety measures are in place for staff and pupils, risk assessments allow for pupils with medical conditions and Medical Needs Policy is kept up to date
- receive reports on the Policy's implementation
- provide indemnity to staff who volunteer to administer medication

#### The Head Teacher

- ensures the School is inclusive and welcoming, that the Medical Needs Policy is in keeping with local and national guidance and frameworks, liaises with interested parties, ensuring

that the Policy is implemented and kept up to date, that there is appropriate staff training and that staff are aware of pupils with medical needs and what actions they should take

#### Teachers and other school staff

- aware of triggers and symptoms of conditions and how to act in an emergency, know which pupils have a medical condition, allow pupils immediate access to emergency medication and to non-emergency medication as appropriate
- communicate with parents if child unwell
- ensure all pupils with medical conditions are not excluded unnecessarily from activities
- ensure pupils with medical conditions have adequate medication and sustenance during exercise
- are aware medical conditions can affect school work

#### First Aiders

- help provide regular training to school staff on common medical conditions
- provide information about additional training
- give immediate help to casualties in school
- ensure ambulance or other professional help is called when necessary
- help update the School's Medical Needs Policy

#### **Creation and Monitoring of Individual Healthcare Plans (IHCPs)**

The School uses IHCPs to record important details about individual pupils' medical needs at school, their triggers, signs, symptoms, medication and other treatments. Further documentation can be attached to the IHCP if required.

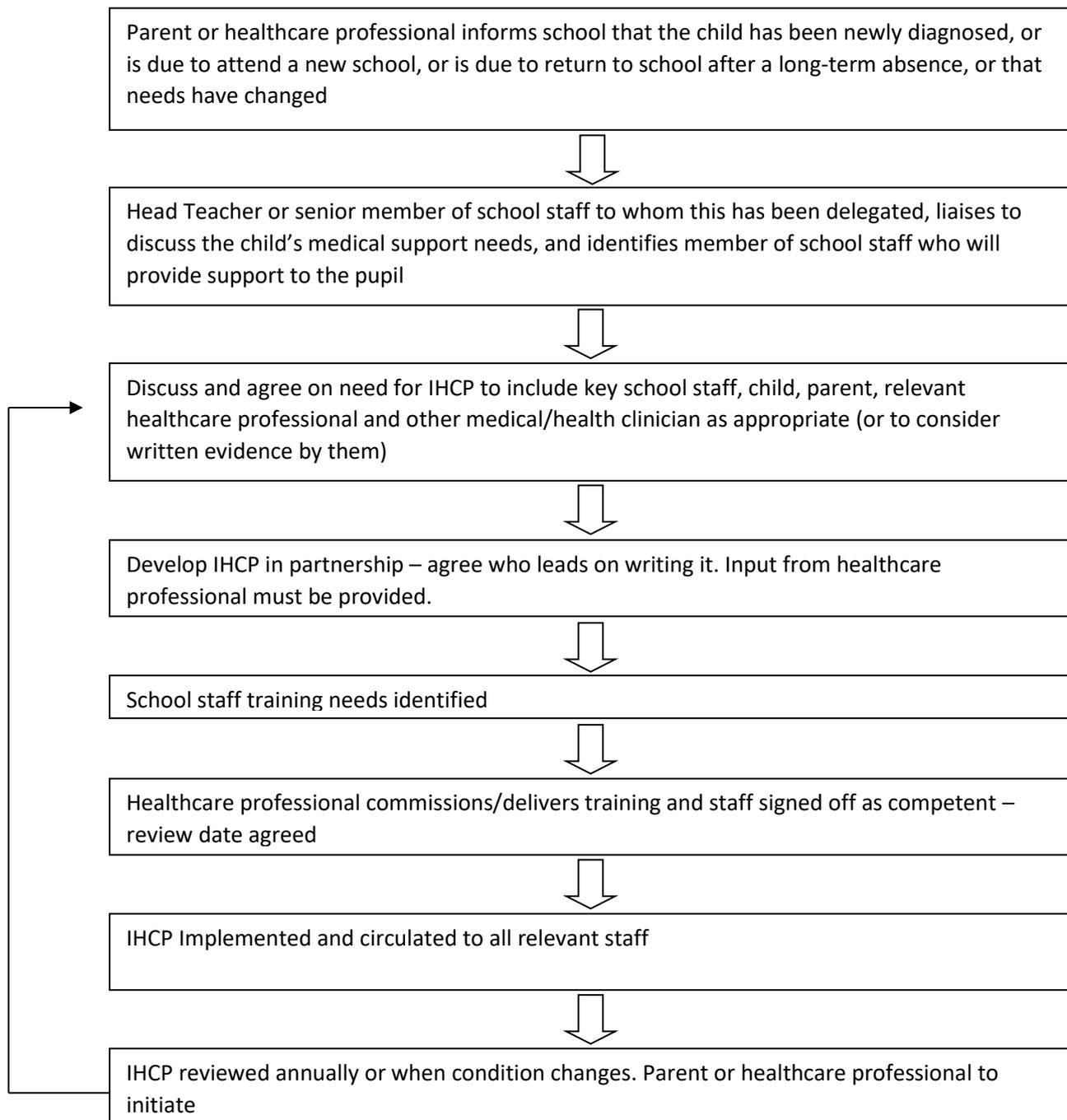
Parents are required to notify the School of any relevant medical condition that affects their child on admission to the School or any time when there is a change to medical needs.

If a pupil has a short-term medical condition that requires medication during school hours, a medication form plus explanation must be completed by the pupil's parents and provided to the School. Forms are available on the School's website or from the Office.

The parents, healthcare professional and pupil with a medical condition are asked to fill out the pupil's IHCP together. Parents return the completed forms to the School.

IHCP preparation and monitoring is shown below:

## Monitoring of individual healthcare plan:



### **School Healthcare Register**

- Healthcare information is stored in the School's Management Information System (MIS). More detailed records are kept securely by the School's trained first aider.

### **Ongoing Communication and Review of IHCPs**

- Parents are required to notify the School of any change required in the way the School supports their child with a medical condition.

### **Storage and Access to Individual Healthcare Plans**

- The School stores medical information on its MIS. More detailed records and the IHCPs are stored in a secure location with access given to those who require them. Staff are kept up to date with changes through email and verbally through weekly Staff Briefing *as necessary*. Staff are made aware of the confidential nature of medical notes and conditions.

### **IHCPs are used by the School to:**

- Inform the appropriate staff about the individual needs of a pupil with a medical condition in their care.
- Remind pupils with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times.
- Identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies. The School uses this information to help reduce the impact of common triggers.
- Ensure that all medication stored at school is within the expiry date.
- Ensure the School's local emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency.
- Remind parents of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

### **Administration of medication**

- The School understands the importance of taking the medication as prescribed.
- All staff understand that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so. Where specific training is not required, any member of staff may administer prescribed and non-prescribed medicines to pupils under the age of 16 **with parental consent**.
- The Governing Body is responsible to ensure full insurance and indemnity to staff who administer medicines. **Our insurance policy includes liability cover.**
- Administration of medication which is defined as a controlled drug (even if the pupil can administer themselves) should be undertaken whilst supervised by a member of staff.

### **Storage of medication**

#### **Safe storage – emergency medication (EpiPens)**

- a. Emergency medication is readily available to pupils who require it at all times during the school day. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available from the First Aider or Main Reception.
- b. All pupils carry their own EpiPens at all times and a spare *is* kept in the Medical Room.
- c. Pupils are reminded to carry their emergency medication with them.

#### **Safe storage – non-emergency medication**

- a. All non-emergency medication is kept in a lockable cupboard in the Medical Room.
- b. Pupils with medical conditions know where their medication is stored and how to access it.
- c. Staff ensure that medication is only accessible to those for whom it is prescribed.

### Safe storage – general

- a. The First Aider ensure the correct storage of medication at school.
- b. Three times a year the First Aider checks the expiry dates for all medication stored at school.
- c. The First Aider along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought into school is in the original container (except insulin) and clearly labelled with the pupil's name, the name and dose of medication and the frequency of dose. This includes all medication that pupils carry themselves.
- d. Some medication may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. This is in a secure area, inaccessible to unsupervised pupils.
- e. It is the parent's responsibility to ensure new and in-date medication comes into school on the first day of the new academic year

### Record keeping

- On admission and at the start of every year parents are asked to update the School's record of medical conditions for each child that attends the School.
- IHCPs are constructed from this information *if appropriate*.
- Parents are required to notify the School of any short-term medical conditions that their child experiences and that requires medication. **A standard form is available for this on the website.**
- The First Aider records the administration of medicine.

### In an emergency

Relevant staff understand and are updated on what to do in an emergency for the most common serious medical conditions at the School.

- In an emergency, school staff are required under common law duty of care to act like any reasonably prudent parent/carer. **This may include administering medication.**
- Staff involved in home-to-school transport under the responsibility of the Local Authority are provided with up-to-date information on a child's medical needs.
- Staff are provided with up-to-date training through Staff Meetings and the circulation of information by email/SharePoint.
- The School uses IHCPs to inform the appropriate staff of pupils with complex health needs in their care who may need emergency help.
- Information in IHCPs is used to support transitional arrangements to another school and/or re-integration.
- If a pupil needs to be taken to hospital, a member of staff will accompany them and stay with them until a parent arrives. The School will try to ensure that the staff member will be one the pupil knows. The staff member concerned should inform a member of SLT.
- All pupils with medical conditions should have easy access to their emergency medication. Items such as inhalers and epipens are held by the pupil who must take the responsibility to have it to hand at all times.
- Pupils are encouraged to administer their own emergency medication (e.g. epipen) where possible and should carry it with them at all times unless it is a controlled drug as defined in the Misuse of Drugs Act 1971. This also applies to any off-site or residential visits.
- Pupils are encouraged to keep spare supplies of emergency medication.
- For off-site activities, such as visits and other school activities outside of normal timetable hours, a risk assessment is undertaken to ensure pupils needing medication still have access and a staff member is named as the responsible lead. The risk assessment also helps to identify any reasonable adjustments that need to be made.

## Unacceptable Practice

Darrick Wood School staff recognise that it is not acceptable practice to:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assume that every child with the same condition requires the same treatment.
- Ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged).
- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their IHCPs.
- If the child becomes ill, send them to the School Office or Medical Room unaccompanied or with someone unsuitable.
- Penalise children 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 child, including toileting issues. No parent should have to give up working because the School is failing to support their child's medical needs; or prevent children from participating, or create unnecessary barriers to children participating in any aspect of school life, including school trips, e.g. by requiring parents to accompany the child.

## Supporting Documentation

- Form to send to parents to find out medical needs (electronic/paper based)
- Form to send to parents about short term medical needs (electronic/paper based)
- Individual Healthcare Plan form (electronic/paper based)
- Department of Education statutory guidance (December 2015) *Supporting pupils at school with medical conditions*.
- Further information on:

Epilepsy - <https://www.epilepsy.org.uk/info/education/epilepsy-in-schools-in-england>

Asthma - <http://www.asthma.org.uk/Sites/healthcare-professionals/pages/schools-and-early-years>

Diabetes - <http://www.diabetes.org.uk/Guide-to-diabetes/Schools/School-staff/>

Anaphylaxis - <http://www.anaphylaxis.org.uk/schools/setting-up-a-management-plan>