



WADHAM SCHOOL

SUPPORTING STUDENTS WITH MEDICAL NEEDS

Approved by Governors.....

Signed.....

Students' medical needs may be broadly summarised as being of two types:

1. Short term, affecting their participation in school activities while they are on a course of medication
2. Long term, potentially limiting their access to education and requiring extra care and support

Schools have a responsibility for the health and safety of students in their care. The Health and Safety at Work Act 1974 makes employers responsible for the health and safety of employees and anyone else on the premises. In the case of students with special medical needs, the responsibility of the employer is to make sure that safety measures cover the needs of all the students at the school. This may mean making special arrangements for particular students so that they can access their full and equal entitlement to all aspects of the curriculum. In this case, individual procedures may be required. Wadham School is responsible for making sure that all relevant staff know about and are, if necessary, trained to provide any additional support that students with medical needs (short or long term) may need.

The Children and Families Act 2014 places a duty on schools to make arrangements for students with medical conditions. Students with medical conditions have the same right of admission to school as other students and cannot be refused admission or excluded from school on medical grounds alone.

However, all school staff in charge of students have a common law duty to act 'in loco parentis' and must ensure the safety and wellbeing of all students in their care. To this end, the school reserves the right to refuse admittance to any student (or member of staff or visitor to the school) with an infectious disease or illness where there may be a risk posed to others or to the health of the person involved. This duty also extends to staff leading activities taking place off the school site.

The prime responsibility for a student's health lies with the parent / carer. They must provide the school with all the relevant information needed in order for adequate and suitable care to be given.

The school may take advice and guidance from a range of sources including healthcare professionals and the student's GP in addition to information provided by the parents / carers in the first instance. This enables us to ensure that we assess and manage the risk and minimise disruption to the student's learning.

OUR AIMS

- To support students with medical conditions so that they can have full access to education, including physical education, off site visits and learning opportunities
- To ensure that all school staff involved in the care of a student with a medical condition are fully informed and adequately trained by a professional in order to administer support or prescribed medication
- To comply fully with all legislation relating to students' medical needs and access to education
- To produce, in association with all relevant healthcare professionals, Individual Healthcare Plans when required
- To respond sensitively, discreetly and quickly to situations where a student with medical needs requires support
- To keep, monitor and review medical records as necessary

UNACCEPTABLE PRACTICE

While school staff will use their professional discretion in supporting students with medical needs, it is unacceptable to:

- Prevent students from accessing their medication
- Assume every student with the same condition requires the same treatment
- Ignore the views of the student and / or their carers
- Ignore medical advice
- Prevent students with medical conditions accessing the full curriculum, unless specified otherwise in the Individual Healthcare Plan (Appendix 1)
- Penalise students for their lack of attendance if linked to a medical condition
- Prevent students from eating, drinking or taking toilet breaks where there is an effective part of the management of their medical condition
- Require parents / carers to accompany their son / daughter with a medical condition on an out of school trip or activity as a condition of that student taking part

ENTITLEMENT

Wadham School provides full access to the curriculum for every student wherever possible. We believe that students with medical needs have equal entitlement and must receive necessary care and support so that they can take maximum advantage of this. However, we also recognise that staff have rights in relation to supporting students with medical needs, as follows:

Staff may:

- Choose whether or not they wish to be involved
- Receive appropriate training (Appendix 4)
- Work to clear guidelines
- Bring to the attention of SLT any concern or matter relating to the support of students with medical conditions

EXPECTATIONS

It is expected that:

- Parents / carers will inform the school of any medical condition which affects their son / daughter
- Parents will provide the school with appropriately prescribed medication, where the dosage information and regime is clearly printed by the pharmacy on the packaging
- Parents / carers will ensure that medicines given to the school are in date and clearly labelled
- Parents / carers will co-operate in training their son / daughter to self administer medicine if this is appropriate, and staff will only be involved where this is not possible
- Medical professionals involved in the care of students with medical needs will fully inform staff beforehand of the condition, its management and implications for the school life of that individual
- Wadham School will ensure that, where appropriate, students are involved in discussions around the management and administration of their medicines and re

able to access and administer their medication if this is part of their Individual Healthcare Plan i.e an inhaler

- School staff will liaise as necessary with healthcare professionals and services in order to access the most up-to-date advice about a student's medical needs and will seek support and training in the interest of the student
- Individual medical plans will be written, monitored and reviewed regularly and will include views and wishes of the student and their parents / carers, in addition to the advice of the relevant medical professionals (Appendix 6)

INFORMATION

Students with medical conditions which may require emergency attention e.g. epilepsy, diabetes etc will have their Individual Healthcare Plan easily accessible and all adults dealing with the student will have their attention drawn to this information. All other medical conditions will be noted from student's SIMs records and this information will be provided to class teachers annually.

IN AN EMERGENCY

In a medical emergency, the School's First Aiders will be asked to attend.

If an ambulance needs to be called (Appendix 5) staff will:

- Outline the full condition and how it occurred
- Give details regarding the son/daughter's date of birth, address, parent's names and any known medical conditions.

Students will be accompanied to hospital by a member of staff if this is deemed appropriate. Parents must always be called in a medical emergency, but do not need to be present for a their son/daughter to be taken to hospital.

ADMINISTRATION OF MEDICINES

Only essential medicines will be administered during the school day. These will only be those prescribe by the doctor. Parents must complete a request to administer medication in school before and medicine is administered (see appendix 2). Medicines to be given during the day must be in their original containers. Controlled drugs can also be administered, subject to all other conditions as described in the Policy.

Essential medicines will be administered on Educational Visits, subject to the conditions above. A risk assessment may be needed before the visit takes place. Staff supervising the visit will be responsible for safe storage and administration of the medicine during the visit.

Before administering and medicine, staff must check that the medicine belongs to the student, must check the dosage they are giving is correct, and that written permission has been given. Any student refusing to take medicine in school will not be made to do so, and parents will be informed about the dose being missed. All doses administered will be recorded on a 'Record of Medicine Administered in School' (see appendix 3) which are collated in a folder within the school office.

All medicines will be stored safely in a secure cabinet within the first aid room. Medicines needing refrigeration will be stored in a fridge. All medicines must be clearly labelled.

Controlled drugs or prescribed medicines will be kept in the secure cabinet in the first aid room. Access to these medicines is restricted.

Staff will record any doses on a 'Record of Medication Administered in School' which are collated in a folder within the first aid room. Students self-administering asthma inhalers do not need to be recorded.

Spare inhalers are kept in the first aid room.

Epi-pen – Any member of staff can administer an epi-pen in an emergency. The pen (cap off) should be pushed against the son/daughter's thigh, through clothing if necessary. The pen should be held for a count of 10 seconds before being withdrawn. An ambulance must be called immediately for a student who may require an epi-pen in an emergency. Parents should be contacted after this call has been made.

Complaints

Should parents be unhappy with any aspect of their son/daughter's care at Wadham School, they are encouraged to discuss their concerns with the school. This will be with the Tutor in the first instance. If this does not resolve the problem or allay concern, the issue should be brought to the attention of the Senior Leader Additional Learning. In the unlikely event of this not resolving the issue, the parents can make a formal complaint using the Wadham School Complaints Procedure.

Trained Staff

School First Aiders (basic) are:

Kym Toms

Jo Taylor

Tom Hemmings

Adele Lockie

Karen Mitchell

Laura Andrews

Dee Martin

Sarah Morgan

Appendix 1

Healthcare Plan for Pupil with Medical Needs

Name:

Address:

Date of Birth:

Condition:

Date:

Review Date:

GP Surgery:

Name of School: Class/Form:

CONTACT INFORMATION

Family Contact 1

Family Contact 2

Name: _____ Name: _____

Phone No (work): _____ Phone No (work): _____

(home): _____ (home): _____

Relationship: _____ Relationship: _____

Clinic/Hospital Contact

GP

Name: _____ Name: _____

Phone No: _____ Phone No: _____

Describe condition and give details of pupil's individual symptoms:

Daily care requirements:

*

Describe what constitutes an emergency for the pupil and the action to be taken if this occurs:

*

Follow up care:

Who is responsible in an emergency (state if different on off site activities):

*

Additional information re: child/young person's wishes regarding their care:

Additional information re: parent's wishes:

Form circulated to:

Admin Team/Pupil File
Class Teacher and Support Staff
Pupil Information File for Supply Teachers
School Nurse
Parents

Date: Review:

Request for School to Administer Medication

The school will not give your son/daughter medicine unless you complete and sign this form and the Headteacher has agreed that school staff can administer the medication.

A newly completed form should be submitted every time the dosage or timings of medication are changed.

DETAILS OF STUDENT

Surname:

Forename:

Address:

.....

M/F:

Date of Birth

Tutor group:

Condition or Illness:

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MEDICATION

Name/type of medication (as described on the container):

For how long will your son/daughter take this medication:

.....

Date Dispensed:.....

Full directions for use:

Dosage (milligrams) and method:

Timing:

Special Precautions:

Self-Administration:

Procedures to take in an Emergency:

Storage Arrangements:

CONTACT DETAILS

Name: Daytime tel. No.

Relationship to Student:

Address:

.....

I understand that I must deliver the medicate personally to (agreed member of staff)

Signature(s) Date:

.....

Relationship to student:

Record of Medication Administered in School

Name DOB

Address:

.....

Date			
Name of medication			
Time			
Dose given			
Any reactions			
Signature of staff giving medication			
Signature of witness			

(Example form for schools to complete and send to parent if they agree to administer medication to a named son/daughter).

I agree that (name of son/daughter)will receive (quantity and name of medicine)every day at (time medicine to be administered, eg lunchtime or afternoon break)

(Name of son/daughter) will be given/supervised whilst he/she takes their medication by a member of staff authorised by the Heateacher. This arrangement will continue until (either end date of course of medicine or until instructed by parents)

Date:

Signed:

(the Headteacher and Named Member of Staff)

Administration of medicines Training Record

Name of school/setting	Wadham School
Name	
Type of training received	
Date of training completed	
Training provided by	
Profession and title	

I confirm that [name of member of staff]has received the training detailed above and is competent to carry out any necessary treatment. I recommend that the training is updated [name of member of staff].....

Trainer's signature _____

Date _____

I confirm that I have received the training detailed above.

Staff signature _____

Date _____

Suggested review date _____

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
2. your name
3. your location as follows [insert school/setting address]
4. state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code TA18 7NT
5. provide the exact location of the patient within the school setting
6. provide the name of the child and 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. put a completed copy of this form by the phone

Model letter inviting parents to contribute to individual healthcare plan development

Dear Parent

DEVELOPING AN INDIVIDUAL HEALTHCARE PLAN FOR YOUR CHILD

Thank you for informing us of your son/daughter's medical condition. I enclose a copy of the school's policy for supporting students at school with medical conditions for your information.

A central requirement of the policy is for an individual healthcare plan to be prepared, setting out what support the each student needs and how this will be provided. Individual healthcare plans are developed in partnership between the school, parents, students, and the relevant healthcare professional who can advise on your son/daughter's case. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom. Although individual healthcare plans are likely to be helpful in the majority of cases, it is possible that not all children will require one. We will need to make judgements about how your son/daughter's medical condition impacts on their ability to participate fully in school life, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

A meeting to start the process of developing your son/daughter's individual health care plan has been scheduled for xx/xx/xx. I hope that this is convenient for you and would be grateful if you could confirm whether you are able to attend. The meeting will involve [the following people]. Please let us know if you would like us to invite another medical practitioner, healthcare professional or specialist and provide any other evidence you would like us to consider at the meeting as soon as possible.

If you are unable to attend, it would be helpful if you could contact Wadham School. I [or another member of staff involved in plan development or student support] would be happy for you contact me [them] by email or to speak by phone if this would be helpful.

Yours sincerely