



# PLYMOUTH HIGH SCHOOL FOR GIRLS

**POLICY:**                    **Medical Needs Policy**

**SLT LINK MEMBER:**                    **Mary Utton**

**GOVERNORS SUB COMMITTEE:** **T & L**

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Statutory Policy:    YES

Source:                    LA/School

## **PLYMOUTH HIGH SCHOOL FOR GIRLS MEDICAL NEEDS POLICY**

### **Rationale**

This policy has been developed in accordance with the principles established by the following Legislation and Guidance:

### **Legislation**

- Children Act 1989
- Children Act 2004
- Safeguarding vulnerable groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Education Act 2002
- Adoption and Children Act 2002
- Female Genital Mutilation Act 2003
- Sexual Offences Act 2003
- Children and Adoption Act 2006
- Children and Young Persons Act 2008
- Border, Citizenship and Immigration Act 2009
- Apprenticeship, Skills Children and Learning Act 2009
- Education Act 2011

### **Policy and Guidance**

- Working Together to safeguard children 2015
- Keeping Children Safe in education 2015
- Plymouth Safeguarding Children Board – Policies and Guidance:
- <http://www.plymouth.gov.uk/localsafeguardingchildrenboard/>

### **Definition**

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

- a. Short-term, affecting their participation in school activities while they are on a course of medication.
- b. Long-term, potentially limiting their access to education if not managed properly, and requiring extra care and support.

### **School Ethos**

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 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. Plymouth High School is responsible for making sure that relevant staff know about and are, if necessary, trained to provide any additional support that students with medical conditions (long or short term) may need.

The Children and Families Act 2014 places a duty on schools to make arrangements for children and young people with medical conditions. **Students with medical conditions have the same right of admission to school as other children and young people, and cannot be refused admission or excluded from school on medical grounds alone.** However, teachers and other school staff in charge of

students have a common law duty to act 'in loco parentis' and must ensure the safety of all students in their care. To this end, we reserve the right to refuse admittance to a child with an infectious disease, where there may be a risk posed to others or to the health of the child involved. This duty also extends to teachers leading activities taking place off the school site.

The prime responsibility for a child's health lies with the parent/carer, who is responsible for the child's medication and must supply the school with all relevant information needed in order for proficient care to be given to the child. The school takes advice and guidance from a range of sources, including the School Nurse, Health professionals and the child's GP in addition to the information provided by parents in the first instance. This enables us to ensure we assess and manage risk and minimise disruption to the learning of the child and others who may be affected.

### **Aims**

1. To ensure that students with medical needs receive proper care and support in school, so that they have full access to education, including physical education and educational visits.
2. To ensure that school staff involved in the care of students with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication.
3. To define the areas of responsibility of all parties involved: student; parents; staff; Headteacher; Governing Body etc.
4. To comply fully with the Equality Act 2010 for students who may have disabilities or special educational needs.
5. To write, in association with healthcare professionals, Education and Health Care Plan (IHCP Plan)s where necessary.
6. To respond sensitively, discreetly and quickly to situations where a student with a medical need requires support.
7. To keep, monitor and review appropriate records.

### **Unacceptable practice**

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

- Prevent children from accessing their medication
- Assume every child with the same condition requires the same treatment
- Ignore the views of the child or their parents / carers; ignore medical advice
- Prevent children with medical conditions accessing the full curriculum, unless specified in their Individual Healthcare Plan (IHCP)
- Penalise children for their attendance record where this is related to a medical condition
- Prevent children from eating, drinking or taking their toilet breaks where this is part of effective management of their condition
- Require parents to administer medicine where this interrupts their working day
- Require parents to accompany their child with a medical need on a school trip as a condition of that child taking part.

## **Practice**

### Students

- Students will be encouraged to take responsibility for their own medical care, unless they have special medical needs that may need adult support.
- Students are expected to carry with them any inhalers or epi-pens that they may need on a day to day basis.
- Controlled medication will be held and administered from the Medical Office by a trained member of staff. Students will be encouraged to self-administer with an adult present. Students will be aware of where their medication is stored and who is responsible for the administration and recording.
- Students with a special / chronic condition must have an Individual Healthcare Plan (IHCP) which will be completed in consultation with the student, parents and the school.
- On no occasion should a student share their medication with another student.

### Parents and carers

- Parents/Carers are responsible for ensuring that their child is well enough to attend school. Children should be kept at home when they are acutely unwell.
- Parents/Carers are responsible for providing the Headteacher with sufficient information about their child's medical condition and treatment or special care needed at school. A letter will be given out annually and will be given to parents of a student joining the school mid-year to enable parents to provide appropriate information. The information given by parents will be used to compile a Medical Needs register and the Medical Administrator will then use this information to identify those parents who need to provide further detail by completing an 'Administration of Medicines in School' form.
- Parents/Carers and the Headteacher must reach an agreement on the school's role in helping their child's medical needs.
- Parents/Carers will co-operate in training their children to self-administer medicine if this is appropriate, and that staff members will only be involved if this is not possible
- Parents/Carers are responsible for ensuring medicines are in date, and collect medicines at the end of every term. They will need to return the new medicines at the beginning of the next term.
- Under the Management of Health and Safety at Work Regulations 1999 covering the administration of medicines, no child under 16 will be given medicines without their parents' written consent, so any parent wishing their child to have medication administered must complete the parent request form 'Administration of Medicines in School'. The Headteacher must agree in writing to the request by completing the 'School Record for the Administration of Medication' form before any administration of medication takes place.
- Where parents have difficulty understanding or supporting their child's medical condition themselves, the School Health Service can often provide additional assistance. However, ideally, the Headteacher should seek parents' agreement before passing on information about their child's health to other school staff.
- Parents' religious and cultural views should always be respected

### Governing Body

The Governing Body has a duty to ensure that the school has clear systems in place in relation to this area of school life and that the school's insurance arrangements provide cover for staff to act within the school of their employment; that the procedures outlined in this policy are followed, and that any necessary training is made available to staff.

The school's insurance cover is managed through Plymouth City Council (managed services)

### Headteacher

- The Headteacher is responsible for implementing the Governing Body's policy in practice and for developing detailed procedures.
- The Headteacher will ensure that staff who are willing or for whom care of students with medical needs falls within their job role receive appropriate training to assist them with the role of supporting students with medical needs, that there is a sufficient number of staff suitably trained and in the case of staff absence suitable cover can be provided,
- The Headteacher will ensure that all relevant staff are made aware of the child's condition.
- The Headteacher ensures that all parents are informed of the school's policy and procedures for medical needs.

### School Staff

School staff are naturally concerned about their ability to support students with medical needs particularly if it is potentially life threatening. They need to understand:

- The nature of the condition
- When students may need extra attention
- Where the students may need extra attention (This information is to be provided by the student's parents)
- The likelihood of an emergency
- The action to take in the event of an emergency

The Medical Administrator will provide staff with information about children with serious medical conditions. This will include a photo of the child and a brief description of the condition, along with any other necessary information and this will be displayed in the Main office, PE office and Medical Administrator's office as well as being available on the Staff Shared Area of the computer. All adults dealing with children with medical conditions e.g. epilepsy, diabetes, anaphylaxis etc. will have their attention drawn to this information. All other medical conditions will be noted from children's SIMs records and this information will be provided to class teachers annually.

**There is no legal duty which requires school staff to administer medication. This is a voluntary role.** Any member of staff who agrees to accept responsibility for administering prescribed medication to a student will receive proper training and guidance, and will also be informed of potential side effects and what to do if they occur.

The Governing Body of Plymouth High School has determined that staff will not actively administer medication to a student except where a child is undergoing an emergency

(e.g. anaphylactic shock, severe asthma attack) or where a child is physically unable to self-medicate under supervision.

The Governing Body has determined that non-prescribed medication will not be given to students, under any circumstances, except where a student suffers regularly from pain (e.g. severe period pains). In this case the parent must authorise this by completing an 'Administration of Medicines in School' form and supply appropriate painkillers for their child's use with clear, written instruction within the Student's Planner. The student must then self-medicate under supervision. However Aspirin is not allowed in school unless prescribed by the Doctor.

The Governing Body has determined that school staff may, if willing, supervise students taking medication provided:

- a. There has been a written request from parents (Administration of Medicines in School form)
- b. The medicine is stored in the original container and is clearly labelled with:
  - i. Name of student
  - ii. Name of medication
  - iii. Dose
  - iv. Method of administration
  - v. Time and frequency of administration
  - vi. Other treatments
  - vii. Any side effects

Before administering any medicine, staff must check that the details outlined above are in place and that the medicine is in date.

Any child refusing to take medicine in school will not be made to do so, and parents will be informed about the dose being missed. Parents will take responsibility for their child's medical needs at this point, by coming to collect their child / supervise medication personally, advising emergency action (e.g. ambulance) or deeming that the child may remain un-medicated in school until the end of the school day. The school will, if in any doubt about a child's condition, contact the emergency services, with or without a parent's request/consent.

All doses administered will be recorded within the computerised 'Administration of Medicines' record by the Medical Administrator.

All medicines will be stored safely. Medicines needing refrigeration will be stored in the fridge in the medical room. Some medicines (inhalers, epi-pens, etc.) will be carried by the child. All medicines must be clearly labelled.

Controlled drugs or prescribed medicines will be kept in the Medical Administrator's office. Access to these medicines is restricted to the named persons. Spare epi-pens are kept in the Main Office to which members of staff have access.

When children self-administer asthma inhalers this does not need to be recorded.

Staff supervising school trips should be aware of any medical needs, and relevant emergency procedures. Sometimes an additional supervisor or parent might accompany a particular student. If staff are concerned about whether they can provide for a

student's safety, or the safety of other students on a trip, they will seek medical advice from the School Health Service or the child's GP.

Children with medical needs will be encouraged to take part in sporting activities appropriate to their own abilities. Any restrictions on a student's ability to participate in PE will be included in their IHC Plan. Some students may need to take precautionary measures before or during exercise and / or need to be allowed immediate access to their medication if necessary. Teachers should be aware of relevant medical conditions and emergency procedures.

#### Other health professionals

It is expected that medical professionals involved in the care of children with medical needs will inform school fully beforehand of the child's condition, its management and implications for the school life of that individual.

The school will receive support and advice as necessary from the following in conjunction with meeting the needs of students with medical needs:

- The local Health Authority
- The School Health Service (usually through the School Nurse)
- The School Nurse
- The General Practitioner (with the consent of the child's parents)
- The Community Paediatrician

#### **In an emergency**

In a medical emergency, members of staff have been appropriately trained to administer emergency first aid if necessary. If possible, the school's First Aid Officers will be asked to attend.

A blue inhaler could be administered to a student with severe breathing difficulties in a medical emergency. If a student has a severe asthma attack then they must be taken to hospital by ambulance immediately.

If an ambulance needs to be called, staff will:

- Outline the full condition and how it occurred
- Give details regarding the child's date of birth, address, parents' names and any known medical conditions

Children will be accompanied to hospital by a member of staff if this is deemed appropriate. Staff cars should not be used for this purpose. Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

Any trained member of staff can administer an epi-pen in an emergency. Ambulances must be called for a child who may require an epi-pen. Parents should be contacted after this call has been made.

#### **Long Term Medical Needs**

A small number of students will need an Individual Healthcare Plan (IHCP). (Appendix 3) This plan will need to be completed with the support of the school's Medical Administrator. Those who may need to contribute to the plan are:

- Headteacher
- Parent / Carer

- Child / Young Person
- Tutor
- School staff who have agreed to administer medication or be trained in emergency procedures. The training will be conducted by qualified medical personnel and recorded on the training record
- School Health Service, the child's GP or other health care professionals

The IHCP Plan will have details of medication and procedures required for the individual. All records will be kept in the medical room in a named file.

In some circumstances advice will need to be sought from Occupational Health with regard to employee safety and protection whilst carrying out treatment. Immunisation for employees may be necessary.

A risk assessment will be carried out by the Headteacher to cover the risk to employees, where there may be inherent dangers, which will consider within this the safe storage of medicine and equipment, and the location and disposal of waste. Waste will be placed in bags, placed in the Medical Room medical waste bin, and disposed of.

All staff will be made aware of the implications of the student's condition and where to locate the trained staff in case of emergency. There will be sufficient trained staff to cover for any absences. In exceptional circumstances two members of staff may be required to deal with a student. However this will be decided on an individual basis. In normal circumstances only one member of staff is required.

Any equipment required to carry out a procedure will need regular servicing by the provider, which is the responsibility of the parents. Medicines will be stored in the same way as for short term medication, unless otherwise stated on the Individual Healthcare Plan (IHCP). Equipment will be stored safely. Immediate access to medicines and equipment is necessary for trained staff.

Where necessary and appropriate, other students will be made aware of the health needs of the individual student in a sensitive caring way by trained adults.

IHC Plans are covered by the School policy on data protection.

See Appendix 4 – Model process for developing individual healthcare plans.

### **Long Term Illness**

For students with long term illness the following must be actioned:

- There must be a named adult identified
- Attendance Officer to be notified if a student is likely to be away for more than 15 working days
- If relevant, provide information about the student's capabilities, educational progress and programmes for the alternative education provider
- Liaise regularly with the new education provider
- Plan for reintegration in the school with other agencies as relevant
- Where appropriate, invite the student to join in special School activities and keep in touch through e-mails, cards, letters and visits
- Retain the student's name on the School register during their absence, whilst they still remain officially on roll

- An Education, Health and Care plan should be written.

### **First Aid Provision**

- First Aid provision is available throughout the school day.
- During letting times, first aid provision must be supplied by those hiring the premises.
- No rooms will be let that contain medication.
- Daily minor first aid situations may be dealt with by emergency first aiders. However any employee or any person volunteering to administer first aid will be covered and indemnified under public liability insurance policy.
- On a day-to-day basis, the first aid officers have the responsibility to:
  - Complete a training course approved by the Health and safety Executive (HSE).
  - Be aware of the details of all first aiders and the location of all first aid boxes.
  - Give immediate help to casualties with minor common injuries or illnesses and those arising from specific hazards at school.
  - When necessary, make an assessment of when an injury or illness is serious and needs further medical attention, e.g. head injury, suspected broken limbs, a wound that may need stiches etc. In such cases to ensure that an ambulance or other professional medical help is called.
  - Take precautions to avoid infection and follow basic hygiene procedures. Staff will have access to single-use disposable gloves and hand washing facilities and must take care when dealing with blood or other body fluids and disposing of dressings or equipment.
  - Ensure that an adult witness is present of the same gender as the person requiring First Aid provision, if tending an intimate part of the body.
  - Report and keep copies of the Incident Report form for any accident.
  - Make the Headteacher aware of any incident in which first aid is given under circumstances which need to be later reported to HSE under the 'Reporting of injuries, diseases and dangerous occurrences regulations 1995 (RIDDOR)'
  - On a regular basis, the Medical Administrator will check the following and arrange for stocks to be replenished where necessary:
    - The number of first aid containers the school has and their contents
    - That there are sufficient first aid containers
    - Travelling first-aid containers
    - First aid containers in public service vehicles
    - First aid accommodation

### **Procedure for sick students**

Students who feel unwell must inform their teacher who will send them to the medical room to see the Medical Administrator. The student must then explain the nature of their illness and the Medical Administrator will decide the best course of action. The Medical Administrator will contact parents only if the problem is serious. The student should not phone home on their mobile to ask their parent to collect them. If this happens the parent should tell their child to go to the medical room where the Medical Administrator will be able to help. If a parent is worried because their daughter has phoned or text them, the parent should ring the school to find out more and discuss the issue.

Any student who is unwell must be signed out when leaving school for medical reasons.

### **Accident Procedures**

Outside of class time, students should be dealt with in the first instance by a member of staff present. However, if the injury requires first aid treatment, the student should be sent to the medical room to be dealt with by the Medical Administrator or a first aider, or a runner is sent to inform reception that medical assistance is required.

During lesson times, if members of staff of the department are unable to deal with the injury, then the student should be sent to the medical room, accompanied by another student. Once the child has received appropriate treatment, a report slip for parents will be completed for the child to take home. If the accident / incident is of a more serious nature then it must be reported by the person who initially dealt with the incident and an 'Health and Safety Incident / Illness Report' form completed. All head bumps / injuries must be recorded / reported.

Where it is appropriate for the school to communicate directly with the student's parent / carer, a brief description of the incident will be recorded on the notification form and sent home with the student.

If the medical assistant believes that the injured person requires more serious medical treatment, they will consult with a member of the leadership team and:

- Arrange for the emergency services to be called if necessary
  - Arrange for parents to be informed
  - Arrange for the injured person to be transported to A&E by ambulance or by parents
- All staff will be informed of first aid arrangements and made aware of this policy

### **First Aid Points**

First aid will be gained via the medical room. All first aid boxes are signposted with the appropriate H&S labels. First aid box/cupboard is stocked to DfE guidelines. Report incident slips are kept in all First Aid boxes for the incident to be recorded including the patient's name, date of injury, action taken and staff involved. This will be transferred to the electronic log book. Changes of clothing, blanket and access to clean running water are also available.

Parents are notified of serious injuries. Bins are provided, one marked for clinical waste. Travelling first aid kits to be taken on outdoor activities are stocked to DfE guidelines and are available from the medical room. All first aid boxes and hand-packs are checked and restocked regularly. Notice of the appointed persons for first aid is located in relevant places around the building.

Children will be accompanied to hospital by a member of staff if this is deemed appropriate. Staff cars should not be used for this purpose. Parents must always be called in a medical emergency, but do not need to be present for a child to be taken to hospital.

When students are taken on school trips, a named person for first aid will accompany the party. After school hours a named person will take responsibility for first aid. In their absence the most senior member of staff available will take responsibility.

Parents have the right to withhold information from the school. It is therefore vital staff maintain the highest standard of health and safety procedures to protect themselves from possible infection.

Advice can be obtained from the DfE.

### **Reporting Staff Accidents and Staff with Medical Conditions**

If a member of staff has an accident they should report it to a First Aider, no matter how minor it may seem. The First Aider will examine the injury and ask the member of staff to complete an 'Health and Safety Incident / Illness Report' form which is held in the main office, medical room and finance and personnel office. The First Aider is then required to complete the Incident / Illness Report form detailing the accident and any action taken by the First Aider. The form will then be passed to the Business Manager for him to process as appropriate.

If a member of staff has a medical condition it is imperative that the Headteacher is advised. The Headteacher will request that the Business Manager completes a risk assessment. At all times the information will be kept confidential and only shared with relevant members of staff on a need to know basis with the member of staff's prior permission. However in case of a medical emergency and in order to care for the member of staff, this permission will be sought on appointment or when records require updating. All information will be kept in a confidential storage area.

### **Raising Awareness of Medical Needs**

#### Staff

See above – section on School Staff

#### Students

Students' awareness of issues relating to medical needs will be raised through the Wellbeing and PSHE programme and by Tutors as and when appropriate.

Where necessary and appropriate, certain students will be made aware of the health needs of an individual student in a sensitive caring way by trained adults.

#### Parents

Parents will be informed of medical issues and needs and the school's response to them through the newsletter. With regard to specific issues a letter will be sent home to parents.

### **Complaints**

Should parents be unhappy with any aspect of their child's care, they must discuss their concerns with the school. This will be with the child's tutor in the first instance. If this does not resolve the problem or allay concern, the problem should be brought to a member of the leadership team, who will, where necessary, bring concerns to the attention of the Headteacher. In the unlikely event of this not resolving the issue, the parents must make a formal complaint using the Plymouth High School for Girls Complaints Procedure.

**Trained Staff**

School First Aid Officers (full certificate) are:

Bella Fell – Medical Administrator (training updated 21/5/13)

Jacky Fry – Attendance Officer (training updated 9/9/15)