



Supporting Students with Medical Needs Policy

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Version	Author	Date	Changes
0.1	SLT	5-10-2016	Pre-Edited Document
1.0	SHS	7-10-2016	Minor adjustments
2.0	SHS / C. Blount	13/03/2018	Significant changes
2.1	SHS	12-09/2018	Minor updates
2.2	SHS	03-05-2019	Minor changes to emergency contact procedures

Introduction

This document sets out Aldridge School's policy for supporting students with medical conditions. It will be reviewed annually and will be made readily available to all stakeholders.

In implementing our policy, we will follow the statutory guidance set out in the Department for Education's document "Supporting pupils at school with medical conditions".

Information sharing

Parents/carers have the prime responsibility for their child's health. Parents/carers must inform the school of any medical conditions during their induction interview (including the completion of the Medical Information Form – see appendix 1). Parents/carers must ensure that the school is kept informed (in writing) about any changes to pre-existing or new medical conditions.

Individual Health Care Plans

Some medical conditions require students to have Individual Health Care Plans e.g. diabetes, anaphylaxis, severe asthma.

It is a parent's/carer's responsibility to ensure that Aldridge School -is PROVIDED with a student's Individual Health Care Plan at their induction interview or when informing the school of any changes to pre-existing or new medical conditions.

Parents/carers must verify annually the validity of their child's Individual Health Care Plan. The school will write to parents/carers at the end of each academic year and slips should be returned to the appropriate house office (see appendix 2).

Aldridge School will seek written confirmation from parents/carers who inform the school that their child has a medical condition as to the existence of an Individual Health Care Plan. We will follow up the letter requesting written confirmation with at least one phone call.

Individual Health Care Plans will be readily accessible to all who need to refer to them, but we will ensure that confidentiality is maintained. Copies of Individual Health Care Plans will be kept in house offices and in the First Aid room.

Staff will be advised of the existence of Individual Health Care Plans via a central database (produced annually) and via a prominent note on the school's Management Information System.

Individual Health Care Plans should consider the following:

- the medical condition, its triggers, signs, symptoms and treatments;
- the student's resulting needs, including medication (dose, side effects and storage) and other treatments, time, facilities, equipment, testing, access

to food and drink where this is used to manage their condition, dietary requirements and environmental issues, e.g. crowded corridors, travel time between lessons;

- specific support for the student's educational, social and emotional needs – for example, how absences will be managed, requirements for extra time to complete exams, use of rest periods or additional support in catching up with lessons, counselling sessions;
- the level of support needed (some students will be able to take responsibility for their own health needs) including in emergencies. If a child is self-managing their medication, this should be clearly stated with appropriate arrangements for monitoring;
- who in the school needs to be aware of the child's condition and the support required;
- arrangements for written permission from parents/carers for medication to be dispensed (never administered) by a member of staff, or self-administered by the student during school hours;
- separate arrangements or procedures required for school trips or other school activities outside of the normal school timetable that will ensure the student can participate, e.g. risk assessments;
- what to do in an emergency, including whom to contact, and contingency arrangements. Some students may have an emergency Health Care Plan prepared by their lead clinician that could be used to inform development of their Individual Health Care plan.

Individual Health Care Plans must be PROVIDED by parents/carers. Individual Health Care Plans should be written by the student's consultant, G.P., nurse specialist, dentist or other suitably qualified individual.

MEDICINE IN SCHOOL

Non-Prescription Medicines

Non-prescription medicines should **not** be brought to school.

The only exception to this is **one dose** of painkillers which may be carried if they will be required. Please note that due to the extreme danger of paracetamol in even minor overdose, no more than two paracetamol tablets should be carried at any time. Parents are responsible for ensuring that their child does not abuse, pass on or otherwise misuse the medication.

Aldridge School does not carry paracetamol or any other non-prescription drug.

Prescribed Medicines

Medicines should only be brought to school when **essential**; that is where it would be detrimental to a student's health if the medicine were not administered during the school day.

It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside school hours. Parents/carers are requested to ask the prescriber about this. It is to be noted that medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.

Aldridge School will only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.

Any student who needs to take prescribed medicine during the course of the day must have returned a completed Dispensing of Medication Form (see appendix 3) to school. This form is a formal parental/carer request for the school to store and dispense medication.

Self-Management of Medication

It is good practice to support and encourage students, who are able, to take responsibility to manage their own medicines from a relatively early age and Aldridge School encourages this.

Students with a long-term illness should, whenever possible, assume complete responsibility under the supervision of their parents/carers. Students develop at different rates and so the ability to take responsibility for their own medication varies. This should be borne in mind when making a decision about transferring responsibility to a young person. There is no set age when this transition should be made. There may be circumstances where it is not appropriate for a student of any age to self-manage. Health professionals need to assess, with parents/carers and student, the appropriate time to make this transition.

For conditions such as asthma, diabetes and severe allergies, students are allowed to carry their own medication around school.

Please note that students carrying medicines will be expected to store and use their medicines responsibly and not abuse, share or give their medicine to others.

Parents/carers must ensure that the Medical Information Form (see appendix 1), completed on transfer to the school, is signed to show parental permission for their child to carry medication around school. If during a student's career at Aldridge School the need develops for medication to be carried, it is a parent's/carer's responsibility to update the Medical Information Form (see appendix 1) stored in school.

Storage of Medicines

Non-temperature controlled medicines will be stored in a locked cabinet in the appropriate house office. We can store additional medicines in a non-locked cabinet in Reception if parents/carers supply these.

ALL emergency medicines such as epi-pens / inhalers / insulin should be **CARRIED BY THE STUDENT**. Spares of these medicines will be stored in Reception and (if supplied by parents) in the house office.

Medicines will be stored strictly in accordance with product instructions in the original container in which it was dispensed.

Parents/carers should ensure that the supplied container is clearly labelled with the name of the student, the name and dose of the medicine and the frequency of administration. A photograph of the student attached to the container is also required.

Where a student needs two or more prescribed medicines, each should be in a separate container.

Students will be made aware of where their own medicines are stored and who holds the key (house office staff).

Large volumes of medicines will not be stored.

It is a parent's/carer's responsibility to ensure the medication held in school is in-date. It is the parent's/carer's responsibility to ensure the replacement of medication approaching expiry date. It is the responsibility of the parents/carers to monitor and arrange for new supplies of any medication.

Dispensing Medicines

Parental/carer consent for the school to dispense medication should be **provided** by parents/carers via the Dispensing of Medication Form (see appendix 3).

Aldridge School Staff **do not** administer drugs but will check:

- the student's name / photograph
- prescribed dose
- expiry date
- written instructions provided by the prescriber on the label or container

Staff dispensing medicine will record doing so on the Dispensing of Medication Log (see appendix 4). This log will be retained with medication in lockable unit and should NOT be disposed of.

Refusing Medicines

If a student refuses to take medicine, staff will not force them to do so.

In the case of epi-pens, the individual student's Health Care Plan will be followed.

Parents/carers will be informed of the refusal on the same day.

If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed, i.e. an ambulance will be called.

Disposal of Medicines

Staff should not dispose of medicines. Parents/carers are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. They should also collect medicines held at the end of each term. If parents do not collect all medicines, they will be taken to a local pharmacy for safe disposal.

Emergency Procedures

Guidance for Aldridge School staff re contacting the 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 is- **01922 743988**
2. Your name
3. Your location is – **Aldridge School, Tynings Lane, Aldridge, Walsall.**
4. The postcode is – **WS9 0BG**
5. The exact location of the patient within the school setting
6. The name of the student and a brief description of their symptoms
7. Get another member of staff to check the school's Management Information System for MEDICAL INFORMATION (especially Care Plans). Ensure the students existing medical conditions are reported to Ambulance Control
8. Comply with any guidelines for the initial treatment of the student provided in school's Management Information System in relation to their Medical Conditions / Care Plans.
9. Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
10. Ensure that Reception/house staff/SLT on duty are contacted. Ensure that a member of staff is allocated to meet the ambulance and that any locked gates needed for access are unlocked.
11. House staff/reception staff should print the school's Management Information System details/Care Plan for the student and present these to the ambulance crew.

11. House staff should make contact with parents/carers

In the event of an emergency, every effort will be made to contact parents/carers so that they may accompany their child to hospital. If a parent/carer is unable to get to school, a member of staff will accompany a student taken to hospital by ambulance and will stay until the parents/carers arrive. Health professionals are responsible for any decisions on medical treatment when parents/carers are not available.

Trips and Visits

Please see Educational Visits Policy.

We will actively support students with medical conditions to participate in school trips and visits, or in sporting activities, and make reasonable adjustments to allow them to take part. Students will always be included, unless evidence from a clinician (such as a GP) states that this is not possible.

Our planning arrangements will take account of any adjustments needed to ensure that students with medical conditions are included. Specific mention on any risk assessment may be required. This requires consultation with parents and students and advice from relevant health care professionals to ensure that pupils can participate safely.

First Aid Trained Staff

A list of staff who are trained in first aid is maintained by our Facilities Manager.

Asthma

Students with asthma need to have immediate access to their reliever inhalers. Students with asthma should carry their own inhalers at all times. Provided spare medication will be kept in reception/House offices. It is a parent's/carer's responsibility to ensure that their child carries their inhaler with them at all times and that it is in-date. It is a parent's/carer's responsibility to ensure that any spare inhalers held in reception/House offices are in-date.

IMPORTANT NOTE: Emergency inhalers are kept in house offices/First Aid/Reception. If a student does not have their inhaler and are experiencing ANY breathing difficulty, staff must check on SIMS to see if permission for using the emergency inhaler has been given. If it has, staff must check validity date – shake and give the student the inhaler to take. If no permission is evident call 999. Tell the operator that the student does not have their own inhaler and that we do not have permission to use our emergency one. Act on the advice given by the ambulance service.

Diabetes

Students with diabetes will be allowed to eat regularly during the day. This may include eating snacks during class-time or prior to exercise. Students with diabetes should bring an "emergency snack box" containing glucose tablets or a sugary drink to school.

Students with diabetes should ensure that they carry with them appropriate testing equipment. If a student forgets their testing kit, in a non-emergency situation, students should report to their house office and staff will attempt to make contact with parents/carers for a testing kit to be brought into school. In an emergency situation a spare testing kit is located in our First Aid room. Staff will NOT test but will supervise the student in doing so. If the student is too unwell to test, this will be treated as an emergency and our emergency procedures will be followed.

Emergency diabetic kits containing glucose tablets and glucose gel can be found in house offices/Reception/PE. Check validity date. If the student is conscious, then they can take responsibility for administering these tablets/gel. If the student is unconscious, then staff must ring 999 and follow the advice of the ambulance service.

Anaphylaxis

Aldridge School expects all students with prescribed auto-adrenaline injectors to carry their own injections. We advise that a spare auto-adrenaline injector should be PROVIDED by parents/carers for storage in the school reception.

It is a parent's/carer's responsibility to ensure that their child carries their auto-adrenaline injector with them at all times and that it is in-date. It is a parent's/carer's responsibility to ensure that any spare auto-adrenaline injector held in reception is in-date.

Parents/carers should provide these devices in a container that is clearly labelled with the student's name and photograph (see 'Storage of Medication').

A core group of staff are trained in the administration of epi-pens. Training is provided to this core group annually in the Summer Term.

IMPORTANT NOTE: Emergency epi-pens are kept in First Aid/Reception/PE. If a student does not have their epi-pen and are experiencing an allergic reaction, breathing difficulty or irritation/swelling behind the teeth, staff must check on SIMS to see if permission for using the emergency epi-pen has been given. If it has, check validity date – remove the blue cap and inject in the thigh, you should hear a loud click (hold for 10 seconds). If no permission is evident, call 999. Tell the operator that the student does not have their own epi-pen and that we do not have permission to use our emergency one. Act on the advice given by the ambulance service.

Medical Information

Student's name:

Date of Birth:

GP's name:

GP's address:

GP's telephone number:

Please circle the correct answer

Does your child have a medical condition(s)? Yes No

Medical Condition	Treatment

Does your child have a CARE PLAN?	Yes	No
Have you provided Aldridge School with a copy of this Care Plan?	Yes	No
Does your child need to carry emergency prescription medication?	Yes	No

Please tick the boxes below to give your consent.

- I / We understand that it is our responsibility to inform Aldridge School in writing of any new medical conditions during their time at Aldridge School.
- I / We understand that it is our responsibility to provide Aldridge School with our child's care plan. I / We understand that it is our responsibility to ensure that Aldridge School is informed in writing of any changes to the Care Plan. We understand that it is our responsibility to confirm the validity of our child's care plan on an annual basis.
- I/We understand that our child must carry their epi-pens on their person at all times. Any provided duplicate emergency medication will be stored in A Block reception. I / We understand that it is our responsibility to ensure that both the carried and duplicate emergency medication is in-date.

Some students will need to carry and administer prescription medication with them for long term medical conditions and for the treatment of immediate illness.

- I/We give permission for our child to carry and administer medication in school.

Signed:

Print name:

Relationship to child:

Date:

Care Plan Validity

DATE

Dear Parent/Carer

Our records show that your child has an Individual Health Care Plan.

A copy of this Individual Health Care Plan is attached.

Please complete the attached reply slip, clearly stating that the Individual Health Care Plan will be valid for the forthcoming academic year.

Failure to keep the school informed of your child’s medical condition reduces our ability to ensure your child receives the necessary support.

Yours sincerely,

S Sedgwick
Assistant Headteacher

.....

Care Plan – please note it is the parent’s/carer’s responsibility to ensure the school holds a current care plan.

Name of child Form.....

IS VALID:

I / We confirm that the attached Individual Health Care Plan for our child will be valid for the next academic year. I / We confirm that we will inform Aldridge School (in writing) of any changes to our child’s medical condition.

Signed Date.....

NOT VALID

I / We confirm that the attached Individual Health Care Plan for our child is NOT valid for the next academic year.

I / We are enclosing a new Individual Health Care Plan

Signed Date



Dispensing of Medication Letter

Parental/carers application and agreement for school to store and dispense prescription medication

Please ensure that you have read our Supporting Students with Medical Needs Policy before completing this form – YOUR SIGNATURE AT THE BOTTOM OF THIS FORM INDICATES THAT YOU HAVE READ AND ACCEPT THIS POLICY.

Name of Child:.....
Date of Birth:
Form:
Medical condition/illness:.....
.....

Medication

“Parents/carers should ensure that the supplied container is clearly labelled with the name of the child, the name and dose of the medicine and the frequency of administration, a photograph of the child attached to the container is also required.”

Name/Type of Medicine (as described on the container):
.....

Date dispensed: Expiry date:

Dosage and method:
.....

Timing:
.....

Special Precautions (e.g. temperature):
.....

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

Procedures to take in an emergency:
.....
.....

Signed:
Date:



Dispensing of Medication Log

Name of student:.....

Name of medication:.....

Expiry date of medication:.....

MEDICATION MUST NOT BE DISPENSED IF THE SCHOOL HAS NOT RECEIVED AUTHORISATION VIA DISPENSING OF MEDICATION FORM.

Date	Time given	Dose given	Staff Initials	Notes



Permission to use Emergency Asthma Inhaler

Dear Parent / Carer,

Our Supporting Students with Medical Needs Policy clearly states that children with asthma need to have immediate access to their reliever inhalers. Students with asthma should carry their own inhalers at all times. Provided spare medication will be kept in reception / House office.

It is a parent’s/carer’s responsibility to ensure that their child carries their inhaler with them at all times and it is in-date. It is a parent/carer’s responsibility to ensure that any spare inhalers held in reception / house office is in-date.

IMPORTANT NOTE: Emergency inhalers are kept in house offices / First Aid / Reception. If a student does not have their inhaler and are experiencing ANY breathing difficulty, then we will administer our emergency inhaler if we have parent/carer permission.

Without permission we will call 999 and follow the guidance of the ambulance service.

Please complete the slip below to give your permission for your son/daughter to receive treatment via our emergency inhaler throughout their time at Aldridge School and return to the appropriate house office as soon as possible.

Yours sincerely

S Sedgwick
Assistant Head teacher

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Emergency asthma inhaler permission.

Name of child Form.....

Please tick the box below to give your consent.

- I / We give our permission for the school to treat our son/daughter with an emergency inhaler throughout their time at Aldridge School

Signed Date.....



Permission to use Emergency Epi-pen

Dear Parents/Carers,

Our Supporting Students with Medical Needs Policy, clearly states that children with severe allergic reactions need to have immediate access to their auto-adrenalin injectors. Students with prescribed auto-adrenalin injectors should carry their own at all times. Provided spare medication will be kept in reception / house office.

It is a parent's/carer's responsibility to ensure that their child carries their auto-adrenalin injector with them at all times and that it is in-date. It is a parent's/carer's responsibility to ensure that any spare auto-adrenalin injectors held in reception / house office is in-date.

IMPORTANT NOTE: Emergency auto-adrenalin injectors (JEXT 300 micrograms) are kept in PE / First Aid / Reception. If a student does not have their own auto-adrenalin injector and are experiencing ANY breathing difficulty or swelling / irritation behind the teeth, then we will administer our emergency auto-adrenalin injector (JEXT 300 micrograms) if we have parent/carer permission.

Without permission we will call 999 and follow the guidance of the ambulance service.

Please complete the slip below to give your permission for your son/daughter to receive treatment via our emergency auto-adrenalin injectors (JEXT 300 micrograms) throughout their time at Aldridge School and return to the appropriate house office as soon as possible.

Yours sincerely

S Sedgwick
Assistant Head teacher

.....

Emergency epi-pen permission.

Name of child Form.....

Please tick the box below to give your consent.

- I / We give our permission for the school to treat our son/daughter with an emergency auto-adrenalin injector (JEXT 300 micrograms) throughout their time at Aldridge School

Signed Date.....

