



New Horizon Community School

Medical Needs Policy

Updated: January 2019

Date of next Review: November 2019

MEDICAL NEEDS POLICY

NHCS understands that it has a responsibility to welcome and support pupils with medical needs or conditions. We provide all children with the same opportunities and we will endeavour to ensure, as part of the Every Child Matters Agenda that they can:

- be healthy
- be safe
- enjoy and achieve
- make a positive contribution
- achieve economic well being

Definition of pupil with medical needs:

Most pupils will at some time have a medical condition that may affect their participation in school activities. For many this will be short-term; perhaps finishing a course of medication.

Other pupils have medical conditions that, if not properly managed, could limit their access to education. Such pupils are regarded as having medical needs. Most children with medical needs can attend school regularly and, **with** some support from the school, can take part in most normal school activities. However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk. An individual health care plan can help schools to identify the necessary safety measures to support pupils with medical needs and ensure that they and others are not put at risk.

The policy and procedures aim to:

- Enable regular school attendance
- Inform Parents of the schools approach to taking medication during school hours
- To make clear individual responsibilities

Responsibilities

Parents or Guardians have prime responsibility for their child's health and should provide school with information about their child's medical condition. Parents, and the pupil if mature enough, should give details in conjunction with their child's GP or paediatrician, as appropriate.

Parents are responsible for:

- Making sure that their child is well enough to attend school
- Providing information on the treatment and care required

School Governors have a responsibility to:

Ensure this policy is adopted or adapted to reflect the actual arrangements in school

Ensure the policy is formally communicated by specific training to all staff and that this is recorded on personal files

Ensure that formal monitoring is undertaken to provide confidence that the policy is being followed as intended

Where the governing body is the employer that suitable and appropriate insurance cover is obtained and in place

Ensure someone is appointed to take the 'lead' on these issues in the school.

Head Teacher has a responsibility to:

- Ensure the school is inclusive and welcoming and that the medical conditions or needs policy is in line with local and national guidance and policy frameworks
- Liaise between interested parties including children, as appropriate, staff, special educational needs coordinators, pastoral support/welfare officers, teaching assistants, school nurses, parents, governors, the school health service, local health care professionals, the local authority transport service, catering providers and local emergency care services
- Ensure the policy is put into action with effective communication of the policy to all
- Ensure every aspect of the policy is maintained

- Ensure that information held by the school is accurate and up to date and there are good information sharing systems in place
- Ensure confidentiality
- Identify the training and development needs of staff and organise for them to be met
- Ensure all temporary and unfamiliar staff, including trainees and work placements and those on work experience, know the emergency procedures
- Delegate a staff member to check the expiry date of stored medicines kept at the school and maintain the onsite medical conditions or needs register
- Monitor and review the policy at least once a year, with input from children, parents, staff and external stakeholders (as appropriate)
- Review the policy at least once a year according to review recommendations and recent local and national guidance and legislation
- Report to parents, children, staff and the local authority and other key stakeholders about the implementation, successes and areas for improvement of this school medical conditions or needs policy

All staff at the school have a responsibility to:

- Be aware of the potential triggers, signs and symptoms of common medical conditions or needs and know what to do in an emergency
- Understand the school medical conditions or needs policy
- Know which children in their care have a medical condition
- Allow all children where appropriate to have immediate access to their emergency medication
- Maintain effective communication with parents including informing them if their child has been unwell
- Ensure children who carry their medication with them have it with them, at all times including off site visits or where they may be relocated to another part of the school
- Be aware of children with medical conditions or needs who may be experiencing bullying or need extra social support
- Understand the common medical conditions or needs and the impact it can have on children (children should not be forced to take part in any activity if they feel unwell)
- Ensure all children with medical conditions or needs are not excluded unnecessarily from activities they wish to take part in
- Ensure children have the appropriate medication or food with them during any exercise and can take it when needed

Teachers at the school have a responsibility to:

Be aware that medical conditions or needs can affect a pupil's learning and provide extra help when pupils need it

Liaise with parents, the pupil's healthcare professionals, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition

Use opportunities such as PSHE and other areas of the curriculum to raise pupil awareness about medical conditions or needs

First aiders have a responsibility to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school. In the case of an accident at school, the First Aider must complete an accident form and ensure that all witnesses have given full accounts of the circumstances surrounding the incident.
- When necessary ensure that an ambulance or other professional medical help is called.
- In the event of a suspected allergic reaction, the nearest trained volunteer in administering the Adrenalin auto-injector will be called. The emergency medical services will be called immediately. (999)

There is no legal duty that requires school staff to administer medication.

Training & Emergency Procedures

All staff know what action to take in the event of a medical emergency. This includes:

- how to contact emergency services and what information to give
- who to contact within the school and where they are based

A list of first aid trained staff is available in Head Teachers office.

If a child needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. Every effort will be made to send a member of staff with whom the child is familiar.

Should an ambulance need to be called, Main Office will be responsible for making the telephone call and making a record that this has taken place on the student's record.

Administration of Medication

- Staff will not give non-prescriptive medication to pupils.
- If a child at school requires non-prescriptive medicine, parents/carers can come into Main Reception to administer it.
- If a child is ill during a field trip and requires medication a member of staff should supervise the pupil and notify the Parents in writing that a dose has been given. Parents' permission for administering paracetamol will be sought beforehand in the consent form.

Administration – Prescribed Medication

- If a child at school requires prescriptive medicine the school will not take any responsibility for administering it but requires the parent/carer to complete a Form giving the child permission to take their own medicine.
- Alternatively, Parents can come into the school office to administer it.
- Prescriptive medication should only be taken to school when essential and left with the School admin staff.
- Parents understand that if their child's medication changes or is discontinued, or the dose or administration method changes, **they** should notify the office immediately.
- All staff attending off-site visits are aware of any child with medical conditions or needs on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.
- If a child misuses medication, their own or another child's, their parents are informed as soon as possible. These children are subject to the school's usual disciplinary procedures.

Storage of Medication

All prescribed medicine should be stored with the main office, where it will be locked and documented. Students must go to the office to administer their own medication, except for those students who carry an Epi Pen on their person.

Emergency medication is readily available to children to administer it always during the day or at off-site activities.

Subject to a risk assessment children who carry their own emergency medication should keep it securely.

Children whose healthcare professionals and parents advise the school that their child is not yet able, subject to their age or understanding, to self-manage and carry their own emergency medication, know exactly where to access it.

The School Office, along with the parents of children with medical conditions or needs, ensures that all emergency and non-emergency medication brought in to the school is clearly labelled with the child's name, the name and dose of the medication and the frequency of the dose. This includes all medication that children carry themselves.

Medication is stored in accordance with instructions, paying note to temperature.

If medication needs to be refrigerated, the medication must be stored in an airtight container and clearly labelled.

Safe-disposal

- Parents have a responsibility to collect out-of-date medication.
- If pupils use needles to self-medicate, parents should obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes at the school are stored in a locked cupboard unless alternative safe and secure arrangements are put in place on a case-by-case basis.
- If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy or to the school or the child's parent.
- Collection and disposal of sharps boxes is arranged through the Council.

Record keeping

The school has clear guidance about record keeping.

- Parents at the school are asked if their child has any health conditions or needs or health issues on the enrolment form, which is filled out at the start of each school year or session. Parents of children starting at other times during the year are also asked to provide this information on data checking sheets / enrolment forms.
- Annually, a letter is sent out asking parents if their child has any short or long term medical conditions that we need to be aware of.
- If medical conditions arise at other times in the school year, it is the parents' responsibility to inform the school.

Residential visits

Parents are sent a medical form prior to any residential which is to be completed and returned to the school in appropriate time. This form requests details about the child's condition and their overall health. This provides essential and up-to-date information to relevant staff and visit support staff to help the child manage their condition while they are away. This includes information about medication not normally administered by the school.

All medical forms are taken by the relevant staff member on visits and for all off-site activities where medication is required. These are accompanied by a copy of the child's Healthcare Plan.

All parents of children with a medical condition attending an offsite visit or overnight visit are asked for consent.

It is essential a check is made to ensure children with asthma have their inhalers with them before the party leaves the school.

It is considered good practice to record any medication administered to the child during the residential. This record can then be given to the child's parents on return.

The school will take every reasonable measure to ensure that off-site visits are available and accessible to all, irrespective of medical needs, but that this should not encroach unduly on the overall objectives of the activity or the rest of the group. Under the Disability Discrimination Act (DDA) if, after reasonable adjustments have been planned, the risk assessment indicates there is an unacceptable risk to the health and safety of the individual or the group then this fact overrides the DDA.

Risk assessments are carried out by the school prior to any out-of-school visit and medical conditions or needs are considered during this process. A personal or individual risk assessment is carried out where appropriate.

Risk assessments are carried out before pupils start any work experience or off-site educational placement. These should be shared with the parents. It is the school's responsibility to ensure that the placement is suitable, including travel to and from the

venue for the pupil. Permission is sought from the pupil and their parents before any medical information is shared with an employer or other education provide

