

# Hutton CE Grammar School and Sixth Form

## Supporting Students with Medical Conditions Policy



### Context

Hutton Church of England Grammar School and Sixth Form is a non-selective boys Grammar School aged from 11-18 with a mixed Sixth Form.

A number of students within the Main School and Sixth Form will, at some time in their school career, have a medical condition that impacts on their school life. This is usually a short-term problem which is either fully or substantially resolved. However, some students have long-term medical problems which may restrict their ability to attend school regularly and take part in normal school activities. At Hutton Grammar School and Sixth Form we endeavour to create a suitably supportive school environment for pupils with medical needs. As a Church school all we do is underpinned by Scripture, striving to ensure that everyone within our community is supported and encouraged to always make the most of their God-given talents, irrespective of their situation or starting point. This is best exemplified in Proverbs 27:23:

'Be sure you know the condition of your flocks; give careful attention to your herds.'

We will help to ensure they can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being

The school will ensure all staff recognise their duty of care to children and young people in the event of an emergency, and all staff feel confident in knowing what to do in an emergency. We understand that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood, and that medication being taken as prescribed is extremely important. All staff should be aware of the common medical conditions that affect students at this school. Staff will receive training on the impact medical conditions can have on pupils.

Whilst the school wishes to help and support all students with medical needs, it must be stated that there is no legal duty that requires school staff to administer medication - this is a voluntary role. □ It is the school's policy not to administer medicine to pupils. Only in exceptional circumstances will

the school ask a member of staff to administer medicine to pupils; in this case parents are required to make a specific request in writing.

- Pupils are encouraged to carry and take their own medication when this can be done without risk to the pupil or other pupils.
- Storage facilities for medicines are not generally available.
- The school does not stock or provide non-prescription medication, e.g. painkillers. □ The school will assist pupils with long-term or complex medical needs and will ensure that a written health care plan exists in the medical file and logbook.
- Staff taking students on trips will, where appropriate, collect medical information.
- Staff will receive appropriate training in first aid, supporting students with medical needs and specific medical conditions as appropriate.

## **Specific Procedures and Responsibilities**

- It is the responsibility of parents to inform the school of any medical needs of their children. □ The Headteacher is responsible for deciding whether the school can assist a student who needs medication, and makes those decisions on the basis of encouraging regular attendance and full participation in school life, wherever practicable.
- The Administration Officer adds the name of the pupil to the Medical file (Care Plan List), and informs staff, usually via a Health Care Plan.
- The school is responsible for ensuring that suitable accommodation for a medical room is available for the care of students during school hours, should they become ill.

## **Illness**

- Any student who becomes unwell during the day should report to a member of staff. The student should be sent, or taken if appropriate, to the Medical Room and the appropriate Learning Coordinator informed.
- The Nominated First Aider in charge of the Medical Room will then look after the student and contact parents if necessary.
- If a student needs to be taken home or transported for medical treatment, parents will always be contacted.
- If the student requires urgent hospital treatment then an ambulance will be called, and a member of staff will accompany the student to hospital and remain until the parent arrives. Parents will be informed immediately.

## **Accident**

When an accident occurs care should be taken over whether or not it is advisable to move the person concerned.

Those who are movable should be taken to the Medical Room, when the nominated First Aider in charge will take over responsibility for each student, contacting parents and arranging for any necessary treatment (as outlined above).

The member of staff who witnessed the accident or to whom it was reported by other pupils, should complete an accident form and give a copy to the Business Manager. Copies of the report are kept in the School Office.

## **Emergency Procedures**

Any member of staff may ask the Receptionist to call for an ambulance in the event of need, giving information about the exact location of the casualty. A student taken to hospital by ambulance must be accompanied by a member of staff, if no parent attends school prior to the ambulance leaving, and will remain until the pupil's parent or guardian arrives. Generally, staff should not take pupils to

hospital in their own car. However, in an emergency it may be the best course of action. In this case the member of staff should have their car insured for business use and be accompanied by another adult.

## **The Administration of Medicines in School:**

- Only in exceptional circumstances will the school ask a member of staff to administer medicine to students.
- Only medications prescribed by a doctor will be administered and in this case parents are required to make a specific request in writing.
- The following information is required:
  - Name of medication
  - Dosage or Method of administration
  - Other treatment
  - Any side effects
- This information must be in writing and signed and delivered in person by parents. All medicines must be delivered to the school by parents.
- After first receipt of medicines at school additional medication may continue to be accepted without further notice, but change must be notified, in writing, in person.
- Each medicine must be delivered, in a secure and labelled container, to the Authorised Person. It may be appropriate for the GP to prescribe a separate amount of medicine for school use. This should be negotiated with the parent.
- Medicines from unlabelled containers must not be accepted or given. □ Each container must be clearly labelled with the following:
  - Name of medicine
  - Patient's name
  - Dosage
  - Dosage frequency
  - Date of dispensing
  - Storage requirements, if important
  - Shelf life, if important
  - Any contra-indications.
- Medicines must be dispensed from the labelled container or, in the case of medicines which should be measured, from a medicine cup/spoon.
- As each dose is given, the details must be recorded on a register kept for the purpose. The register must indicate dosage and time administered.
- All medicines should be secured in an accessible cupboard in the Administration Officer's office and known key holder arrangements should be agreed by the Authorised Person. (See Lancashire

County Council Folder 'Supporting Pupils with Medical Needs in School' Section A)

School Trips (see also School Visits Policy)

- Teachers and other school staff in charge of students have a common law duty to act as any reasonably prudent parent would to make sure that students are healthy and safe on school premises and this might, in exceptional circumstances, extend to administering medicine and/or taking action in an emergency. This duty also extends to teachers leading activities taking place off the school site, such as educational visits, school outings or field trips. Section 3(5) of the Children Act 1989 provides scope for teachers to do what is reasonable for the purpose of safeguarding or promoting children's welfare. This can give protection to teachers acting reasonably in emergency situations such as on a school trip.
- Students with a medical need should be encouraged to participate in school trips, where safety permits.
- Arrangements for taking any necessary medication will need to be taken into consideration. □ Staff supervising excursions should always be aware of medical needs, and relevant emergency procedures.
- An additional supervisor or parent might accompany a particular student to help with specific medical needs.
- If staff are concerned about whether they can provide for a student's safety, or the safety of other students on a trip, they should discuss this issue with the Headteacher and/or seek medical advice from the school health service or the child's GP.

## Monitoring and evaluation

Regular discussion of students with medical needs takes place between the relevant staff and form tutor and/or School Nurse where applicable, at tutor team meetings where there is always an item on the agenda of students causing concern, and in regular meetings between the Deputy Headteacher and the Pastoral Team. The Deputy Headteacher and Learning Co-ordinators maintain an overview of all students with additional educational needs, including those with medical needs. As appropriate, the members of the Senior Leadership Team (SLT) monitor students with additional needs and discuss areas of concern.

### Health Care Plans

- The main purpose of an individual health care plan is to identify the level of support needed at school. A written agreement with parents clarifies for staff, parents and the student the help the school can provide and receive.
- The health care plan should be reviewed once a year or more frequently if appropriate by the School Nurse. (See Lancashire County Council Folder 'Supporting Pupils with Medical Needs in School' Section B)

### Staff Training

A health care plan may reveal the need for some school staff to have further information about a medical condition or specific training in administering a particular type of medication or in dealing with emergencies. Appropriate training will be provided, in conjunction with the Health Authority. Example Protocols Section C of the Lancashire County Council Folder 'Supporting Pupils with Medical Needs in School' contains example protocols for any pupil with a medical condition which requires long term support in school. Specific protocols for the following medical conditions are also included: anaphylaxis, asthma (with additional complicating factor), cystic fibrosis, diabetes and epilepsy. Guidance on Medical Conditions Guidance on the following medical conditions can be found in Section D the Lancashire County Council Folder 'Supporting Pupils with Medical Needs in School': Anaphylaxis Asthma ADHD and the use of Ritalin Cystic Fibrosis Diabetes Epilepsy

### Related Material:

- Medical File
- Staff Handbook (Emergency Procedures; Trips)
- DfEE - Good practice guide - Supporting Children with Medical Needs □ LCC - Supporting Pupils with Medical Needs in Schools (File) □ LCC - Medical Support Fact Sheets
- "Managing Medicines in Schools and Early Years Settings" (DCSF/DoH 2005)
- The Health and Safety at Work Act (1974)
- Children's Act 2004

<b>Next Review</b>	Curriculum & General Purposes Committee	Autumn Term 2024
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