



## Policy for Supporting Children with Medical Conditions and Managing Medicines

Date approved:	2 April 2020
Review cycle/date:	Annual, April 2021
Party responsible:	Full Governing Body
Linked policies:	SEND Policy

### Introduction

This policy has been structured based upon the most recent government advice “Supporting pupils at school with medical conditions” (DfE-April 2014), the “Guidance and Code of Practice - First Aid at Work” provided by Dorset Council, guidance from local Health Services, professional teaching associations, Dorset Council Health and Safety Team.

The Swanage School adheres to the duty as stated in the Children and Families Act 2014 that students with medical conditions will have the same right of admission to our school as other students and will not be refused admission or excluded from school on medical grounds. Appropriate levels of assessments will be undertaken to establish and determine what support students with medical conditions require. This will be done in partnership with parents and health professionals.

**The prime responsibility for a student's health rests with parents. It is anticipated that parents / carers will ensure that appropriate information is provided for the school that enables proficient management and a good understanding of their child's medical condition; this includes working in partnership in the management of any medicines administered at school.**

The Swanage School takes advice and guidance from a range of sources, including the School Nurse, Paediatric Consultants, and other Health professionals in addition to the information provided by parents in the first instance. This enables us to manage support effectively and to minimise any disruption to learning.

## Key Personnel

The designated person with overall responsibility to implement this policy is: **Ms J Maraspin**

This person will also ensure that staff are appropriately aware of the medical condition of children with whom they work and that any confidential information pertinent to the medical condition is entrusted to individual staff.

The person responsible for developing Individual Healthcare Plans is: **Mr D Dawson**

The person responsible any for administration of regarding medical conditions and managing medical conditions is: **Ms A Knapman**

This person will be responsible for: maintaining an accurate record of medicines kept & taken; ensuring that all medicines kept in school are in date and stored appropriately; ensuring that all data regarding medical conditions is managed and recorded appropriately and that information is shared to appropriate people where necessary. This person will also ensure that data is exhaustively collected from parents and appropriate health care professionals.

The Governor with specific responsibility to oversee the arrangements to support pupils at schools with medical conditions is: **Ms A Stephens**

## Aims

The school is committed to assisting children with long-term or complex medical conditions and working in partnership with their parents /carers.

1. To ensure that students at The Swanage School with short or long term medical conditions, are properly supported so that they have full access to education, including off-site activities and residential visits.
2. Make arrangements for staff to ensure that they receive adequate and appropriate information or training for them to support children with medical needs.
3. To ensure that parents and children have confidence in the medical support arranged at school.
4. To work in partnership with Health Service colleagues.
5. To be fully compliant with the Equality Act 2010 and its duties.
6. To manage medicines within school in accordance with government and local advice.
7. To keep, maintain and monitor records as detailed in this policy.
8. To write and to monitor Individual Healthcare Plans, in partnership with health professionals.
9. To ensure that the students in our school are safe and are able to attend school regularly with their medical condition.
10. To support students with complex medical conditions and or long term medical needs in partnership with Health professionals and parents to enable their access to education.

11. To adhere to the statutory guidance contained in “Supporting pupils at school with medical conditions” (DfE April 2014), and “Multi-Agency Guidance for the Management of Long Term Health Conditions for Children and Young People” (DSCB 2011)<sup>1</sup> as set out and agreed with the school’s Governing Body and school leadership team.

## The Governing Body will

- ensure that arrangements are in place to support children and young people with medical conditions and that support is tailored to individual medical needs;
- make arrangements for this policy to be published on the school website;
- review this policy annually;
- ensure that staff are identified to implement the policy from day to day;
- monitor the arrangements associated with Individual Healthcare Plans so that they are managed appropriately, reviewed and maintained in partnership with Health professionals;
- ensure that staff receive appropriate training enabling them to provide bespoke and purposeful support to students with medical needs and that the training is refreshed regularly;
- ensure that specific arrangements are made for the self-management of medicine where applicable and how this will be both monitored and managed by staff;
- oversee the school’s management of medicines to ensure that Health & Safety standards are met and that parents have confidence in the school’s ability to support their child’s medical needs;
- ensure that insurance arrangements cover staff in carrying responsibility for medical procedures;
- have ‘due regard’ to the rights of students who are disabled as set out in the Equality Act 2010;
- ensure that appropriate arrangements are made to include pupils with medical conditions on off-site activities;
- ensure that parents / carers are aware of the school’s complaints policy.

## Individual Healthcare Plans (also known as Emergency Health Care Plans)

Individual Healthcare Plans will be developed for students with medical conditions where required. These will set out the support that is needed so that the impact on school attendance, health, social well-being and learning is minimised. Not all conditions will require an Individual Healthcare Plan. In some cases, the agreement request to administer medicines will be sufficient to cover short term conditions and treatment. Where relevant the plan will include the name of the member of staff who is appropriately trained and providing the agreed support.

The Swanage School will use appropriate templates (including those recommended by the DfE) or equivalent if provided by health care professionals to capture relevant information that will enable an appropriate plan to be structured. The templates cover a range of issues for which governors have

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<sup>1</sup> This document will be refreshed in 2015 to align guidance with more recent Statutory Guidance issued by DfE and DoH.

responsibility. Where possible health professionals will be involved in the development of Individual Healthcare Plans in addition to parents and students.

The Individual Healthcare Plans will be tailored to meet the needs of short term, long term and/or complex medical conditions. The plans will be kept under review by the designated person and revised as required, or at least annually, to ensure that they reflect current medical needs (e.g., changes in medication). Individual Healthcare Plans will include details on emergency arrangements and these will be shared with all relevant staff, First Aiders and school office staff as applicable.

Where students have been issued with an Education and Health Care Plan (EHCP) by the local authority, any Individual Healthcare Plan will be linked to, or become part of that EHCP.

Any decision made regarding an Individual Health Care plan is the ultimate discretion of the headteacher, this includes the decision as to whether an Individual Health Care plan needs to be written.

The school will assess medical conditions/information against agreed criteria as to whether an Individual Health Care plan will be appropriate, these conditions may include but are not limited to:

- Asthma
- Epilepsy
- Diabetes
- Heart Conditions
- Allergies that may cause severe reactions such as anaphylaxis
- Any condition that may be a significant risk to a child's health, that may significantly impact on the quality of life of a child or that may impact on a child's education.

## Roles and responsibilities

### Parents

Parents are asked to provide the school with sufficient and up-to-date information about their child's medical needs using a standard form (Template B) so that arrangements to manage their short or long term medical conditions can be implemented in partnership.

Parents are asked to deliver medicine to school if it is not possible for this to be administered outside the school day. Medicine should be provided in the original container(s) ensuring that the medicine is not out of date and that it has been stored correctly. All medicines must be marked with the following information clearly indicated:

- the child's name on the medicine;
- when the medicine should be given;
- the prescribed dose and pharmacist's instruction, e.g., after meals.

Parents are expected to notify the school immediately (in writing) of any changes or alteration to a prescription or recommended treatment so that adjustment can be made to Individual Healthcare Plans or previous agreement. It is important that the school is aware and informed by parents about other issues or symptoms their child may have experienced over night or before school; this is particularly important for asthma conditions

**Parents must inform the school immediately if their child is required to take (or is carrying) prescription medication in school. This is especially important if the medication prescribed is a controlled substance or could cause significant side effects. Should a child be required to take prescribed medication in school then it is the parents' responsibility to provide proof that the medication has been prescribed to the child.**

It must be remembered that the prime responsibility for a child's health rests with parents / carers.

The Headteacher will ensure the following:

- that governors are informed about the implementation and effectiveness of this policy;
- that arrangements are made with staff supporting students with medical conditions, and for any medicines required in delivering that support to be stored safely and in line with guidance provided by the local authority;
- suitable arrangements are agreed in partnership and liaison with parents / carers to support the medical needs of students;
- that appropriate training has been provided for staff that enables them to carry out agreed procedures;
- that staff will not be directed to administer medicines - they can choose to volunteer to do so if they so wish (all staff will be advised to refer to advice from their professional associations before volunteering to administer medicines);
- liaison with governors in the review of this policy at appropriate intervals, in line with local and national advice;
- that all staff and parents/carers are aware of this policy and the procedures for dealing with medical needs at The Swanage School;
- make arrangements through the designated teacher to manage the following:
  - prescription medicines in school;
  - prescription medicines on trips and outings, including school transport;
  - accurate record keeping when administering medicines;
  - the safe storage of medicines;
  - procedures for access to medicines during emergency situations;
  - adhering to risk management procedures involving medicines;
- that risk assessments and arrangements for off-site visits are checked and that governors are informed of the details.

The Designated Teacher will ensure the following:

- staff work in partnership with parents/carers to ensure the well-being of child and young people;
- that interruption to school attendance for medical reasons will be kept to a minimum;

- staff who have agreed to administer medicines will receive the appropriate training;
- adherence to Individual Healthcare Plans;
- all cultural and religious views, made known to the school in writing, will be respected.

## Staff training and support

Most medicines to be administered will not require professional training as most students will be expected to self-administer their medicine under appropriate levels of supervision; however the school will ensure that staff supervising the administering of medicines will understand that accurate records are to be kept and are completed at the time of being administered. Staff who maintain these records should be clear about what action to take, (such as referring to the safeguarding leads if they become concerned about the welfare of an individual pupil). If an Individual Healthcare Plan is applied to particular children / young people, additional training must be given by a nominated Health professional, e.g., use of a nebuliser, using Epipens. Training received or cascaded from parents will not be accepted unless otherwise instructed by a health professional. Record of Training Forms must be completed and maintained. (See Template E: staff training record).

Staff trained in first aid with the use of epi pens (etc) and/or other training (such as epilepsy) will not require additional training unless the Individual Healthcare Plan requires it due to specific circumstances.

Should a situation arise where an untrained member of staff needs to take emergency medical action, such as using an epi pen, the school will take a common sense approach which will allow the member of staff to take action to preserve life by following the guidance on the emergency care plans, from instructions on the medication (or medical item such as a defibrillator) or from verbal guidance from medical professionals (such as the 999 operator/consultant).

(Also see “Multi-Agency Guidance for the Management of Long Term Health Conditions for Children and Young People” (DSCB 2011); section 3.3 and 3.4 including Chart E.)

## Reasonable adjustments

The school understands it’s duties under the Equality Act 2010 to make reasonable adjustments and enable children and young people to have equitable access to education. Children and young people with complex or significant medical needs will be included in activities for as much as their health permits.

## Managing Medicines on School Premises and on off-site activities

We will ensure that:

- records are maintained detailing an accurate history of the administering of medicines as far as possible – this will not include self administering of over the counter medicines for older pupils for whom parents have requested permission using the appropriate Template;
- Templates C and/or D will be used to log administering of medicines;
- suitable back-up systems are in place to cover administering of medicines in the event of staff absence;

- if there are any doubts or confusion about arrangements for administering medicines, staff must consult with the parents and the designated member of staff;
- no child or young person under 16 will be given medicines or be permitted to self-medicate without their parents' written request.
- parents of children who have given permission for the administration of paracetamol will be informed through either a note sent home, email or telephone call when a child takes paracetamol in school.

## Storage of medicines

The school will adhere to the advice contained in "Guidance and Code of Practice - First Aid at Work" and local guidance provided by Dorset Council's Health & Safety Team and the local authority's Physical and Medical Needs Service.

Any prescription medications that a student brings into school must be stored centrally with records of administration kept. All medicines that are classed as a controlled substance (such as Codeine) must be stored in the locked cupboard and only accessed under supervision with accurate records kept. This also applies to any medication which could cause unexpected or significant side effects. It is at the discretion of the headteacher as to whether a medication (or its administration) could potentially be deemed as too dangerous to be stored on school site.

## Refusal or too unwell to take medicines

If a child refuses to take medicine as prescribed and as requested by parents the records must state 'REFUSED' on the medication log (held in the medical room) clearly and the parents/carer informed immediately. Children / young people will not be forced to receive medicine if they do not wish to do so.

If a child or young person is ill / injured and therefore unable to receive the agreed prescribed medication, the person designated to supervise the taking of medicine will consult with parents / carers immediately and advise the Headteacher of their actions. If the child vomits or has diarrhoea soon after receiving medication, parents must be contacted so that they can seek further medical advice.

## Self management of medicines

In some cases it might be appropriate that students self administer medicines, e.g., inhalers, epipens. The school will encourage those with long term medical conditions to take responsibility for administering their own medication but continue to ask staff to supervise so that the appropriate records can be completed for safeguarding purposes.

Some students may carry 'over the counter medicines' (non-prescribed medicines) for their own use or self administer prescribed medicines that are appropriate to carry. When this occurs parents should request permission from the Headteacher in writing (using Template B) and provide relevant details about the type and dosage of the medicine. We understand the need for personal dignity in addressing this matter to avoid individual embarrassment. We recommend that only one dose should be brought to school at any one time in order to

reduce potential risk of medicines being abused. **Students MUST NOT carry an amount of medication that if taken in an overdose could be harmful to themselves.**

## Off-site activities / school trips

All arrangements for medicines, including the storage of medicines, Individual Healthcare Plans, and Risk Management programmes will apply for all off-site activities or school trips. A member of staff will be designated to ensure there are suitable off-site arrangements for storage, and recording of the medicines when assessing any risks associated for the trip, particularly for those children and young people with long term or complex health conditions. A central log will be kept of all medical episodes and illness experienced by students and staff whilst off-site or on school trips. All plans and risk assessments will be discussed with parents/carers in preparation for the activity in advance of the departure day and agreed with the Headteacher.

All off-site activities will be evaluated in terms of proximity and accessibility to emergency services and any implications for those with short or long term medical conditions before receiving approval to go ahead from the Headteacher / Governors.

## Emergency Procedures

Care is taken to ensure that all students are safe. The school has a minimum of three 'First Aid at Work' qualified first aiders.

Students with life threatening medical conditions or that require close monitoring / supervision may have Individual Healthcare Plans developed by school staff and Health professionals that provide contact details for emergency situations, e.g., anaphylaxis, diabetes, or epilepsy.

All cases deemed 'complex' or 'serious' medical conditions have emergency contact details held in the school office.

Asthma can also be life threatening; The Swanage School will follow the "Guidance on the use of emergency salbutamol inhalers in schools" issued by the Department of Health (September 2014).

Where appropriate, students who are 'at risk' due to their medical condition hold a Grab Pack (collated information to pass to a doctor or ambulance crew in an emergency) that will accompany them at all times. The purpose of the pack is to provide emergency services with up to date information such as: diagnosis of principle conditions, key personnel and medical contacts, medication taken, up to date records of medicines that have been administered together with other relevant medical information and an agreement with parents/carers about what to do in an emergency.

It is important to note that staff who have not been first aid trained may be the first point of contact in an emergency. In this case staff should take a common-sense approach and (if needed) take appropriate actions to preserve life such as phoning 999 themselves.

## Best Practice

The Swanage School will endeavour to eliminate unacceptable situations by promoting best practice in supporting students with medical conditions. In doing so we will:

- ensure that students have access to the medicine they need as arranged with parents;
- manage each medical condition through an Individual Healthcare Plan;
- listen to the views of students and their parents and take advice from medical professionals in planning the support needed;
- ensure that students with medical conditions are supervised appropriately and not left unsupervised when ill;
- support access to the full curriculum or as much as medical consultants recommend;
- work in partnership with health services to ensure swift recovery or access to treatment;
- facilitate opportunities to manage medical conditions with dignity;
- manage medical needs such that parents are not required to support their child in school;
- include all children in school on and off-site activities, meeting their medical needs in the best way possible.

## Complaints

The Swanage School holds a Complaints Policy details of which can be found on the website. Should any complaint be received in respect of the support provided for individual medical conditions, it will be dealt with in accordance with the Complaints Policy.

## Equality Statement

The Swanage School is mindful of its Equality Duties; respecting religious belief and ensuring that support is provided for those with disability needs that might be affected by this policy. Where there are language or communication issues, and to avoid any misunderstanding, the parents / carers and Headteacher will agree an appropriate course of action. The Headteacher will engage interpreters or signers when required to ensure that full understanding of a student's medical needs are determined accurately.

With regard to off-site visits and residential opportunities, The Swanage School will ensure that reasonable adjustments enabling students to be included are appropriate and made in consultation with parents/carers.

## Coronavirus (novel COVID-19)

The Swanage School is following all of the directions outlined in the advice for schools from the Department of Education which can be found here:

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

Important points to note:

- Any staff member or student showing symptoms of COVID-19 is expected to self-isolate for a period of at least 7 days.
- Any staff member or student with a close family member showing symptoms of COVID-19 is expected to self-isolate for a period of at least 14 days.
- No one showing symptoms (even after a period of self-isolation) is to enter the school environment.
- No one should enter the school environment if possibly contagious (either before or after symptoms).
- The school reserves the right to send home or refuse entry to anyone who is showing symptoms of coronavirus or who may be contagious.
- The school is following Coronavirus Risk Mitigation Strategy (copied below) and will continue to do so until it is clear it is no longer required.

## Coronavirus Risk Mitigation Strategy

### Aims:

- To help slow the spread of the virus within the school and the local community.
- To lower the risk to students, staff, parents, governors and anyone connected with the school.

### Basic Principles:

All are expected, with no exceptions, to follow the guidance issues by the government with regard to:

- All are expected to self-isolate for 7 days if they show signs of the infection, however mild, which are: High temperature (fever) or a new continuous cough.
- All are expected to isolate with families for 14 days should a family member show symptoms of the infection.
- Social distancing.
- Advice on coronavirus for places of education from PHE (coughing into a tissue/bend of elbow, binning tissue then washing hands, not touching face etc).

Information on social distancing can be found here:

<https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>

The advice for educational settings can be found here:

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

All are expected, with no exceptions, to follow the follow the practical actions outlined below.

## Practical Actions:

On entrance to the school and on exit:

- All are to wash hands or use alcoholic hand gel.
- At the start and end of the school day, the front locked door will be propped open to avoid transmission of infection from touching the door. A staff member will monitor those coming in and out and remind all to wash hands.
- At other times reception staff will ask those arriving and leaving to wash hands or use alcohol hand gel.

## Social distancing within school:

- Staff/students should endeavour to not be closer than 2m to each other (or 2 arm's length).
- When using desks or computers staff/students should be at least a space away from each other.
- Students should use the same computer (if possible).
- Students will be assigned a toilet 'block' to use – A, B, C or D.
- Staff who are not required to be in should work at home, line managers are to monitor and agree tasks of those working from home. Those who are working from home should have this agreed by their line manager and SLT.

## At the end of every lesson:

- All staff/students to wash hands or use alcoholic hand gel.
- Computers and workstations are to be cleaned with handwipes.
- All adjoining door handles to be wiped and cleaned.
- If by the computer/outside door areas – green exit button to be wiped and cleaned along with the fingerprint scanner.

## Transitioning around school:

- Staff/students are reminded to keep appropriate distance.
- Staff/students should avoid touching high frequency contact areas where possible (such as handrails).
- The doors leading from the atrium/upstairs corridors to the wings of the school should be left open at all times so as to avoid touching.

## At break and lunch:

- All staff/students to wash hands at start and end of break/lunch.
- Students queuing for food should remain 1m away from each other.
- Cutlery will need to be wrapped in napkins and placed so staff/students can take without touching another set.
- Tables to have no more than four chairs around them which are well spaced from each other.
- No one is to share food, drink or cutlery. No one is to use the drinks fountains.

- Students should avoid activities where they make contact with each other.

### If someone reports to be unwell with symptoms of coronavirus during the day:

- Students are to be quarantined in the large meeting room (meeting room A), given an N95 mask (if possible) and the door should be closed. The medical room is not to be used.
- If they need the toilet, they are to use the downstairs disabled toilet by the entrance to catering/technology area. No one is permitted to use this toilet at any other time.
- Any member of staff needing to speak to a student in quarantine should wear an N95 mask (if possible) along with non-latex rubber gloves.
- After contact the member of staff should immediately wash their hands.
- Home is to be contacted immediately and students are to be collected as soon as possible.
- Once students have been collected, the room and any areas they have used should be well cleaned and disinfected.
- If a member of staff feels ill with symptoms of coronavirus they should report it to SLT immediately and then head home for immediate isolation.

### When washing hands:

- Staff/students should wash hands for at least 20 seconds using soap.
- Staff/students should then dry hands using paper towels and place immediately in the bin.
- Staff/students are reminded to maintain personal distance when washing hands.

### Visitors to the school:

- All visitors to the school must follow the advice in this document.
- Meetings should be avoided, but if necessary, should take place in meeting room B which should then be cleaned afterwards.

### Further advice for staff/students:

- To further lower the risk of spreading the infection, staff/students are advised to change and wash once they arrive home, ensuring that clothes from the day are washed immediately.