



## **St George's school: Supporting pupils at school with medical conditions**

**This policy applies to all pupils in St George's School Edgbaston, inclusive of those in the EYFS.**

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Date: December 2017

St George’s School is committed in ensuring that pupil’s with medical conditions receive appropriate care and support in school. This policy has been developed in line with the Department for Education’s guidance “Supporting students in school with medical conditions” which was published in December 2015. This policy also takes into account the guidance within “St George’s school Medication Policy” and “St George’s School Asthma Guidance”.

St George’s School have a responsibility for the health and safety of students in their care. Pupils with medical needs may need special arrangements in order for them to remain safe and to access their full and equal entitlement to all aspects of the curriculum. In this case, pupils may need individualised health care plans and procedures. St George’s School is responsible for ensuring that relevant staff are made aware of such procedures and if appropriate, receive the training required to support pupils with long or short term medical conditions.

The Children’s and Families Act 2014, places a duty on all schools to make the necessary arrangements for children with medical conditions to attend school. Pupils with medical conditions have the same right of admission to a school as other children and may not be refused admission or excluded from school on medical grounds alone. However, teachers and other school staff in charge of pupils have a common law duty to act ‘in loco parentis’ and must ensure the safety of all pupils within their care. St George’s School reserve the right to refuse admittance to a child with an infectious disease as this may pose a risk to others or to the health of the pupil involved.

The parent or guardian of a pupil has primary responsibility for their child’s health and medication. The parent or guardian must provide school with all relevant information in order for proficient care to be given to the child. St George’s School will gain advice on health from parents and from a range of agencies and professionals, including the School Nurse, GP and other health professionals. Such advice enables school to deliver the best care, assess and manage risk and therefore minimise disruption to the learning of the child and fellow pupils.

**Our Aims**

To support every pupil with a medical conditions in order for them to have full access to education, including, school trips and physical education.

To provide all school staff involved in the care of pupils with medical conditions adequate advice training and information in order to support the pupil and if appropriate, administer prescribed medication.

To write Individual Healthcare plans for pupils identified with a medical condition, in collaboration with parents and relevant healthcare professionals.

To respond quickly and discreetly to pupils in school with medical conditions who require support. To maintain, monitor and review appropriate health relate records.

To comply fully with the Equality Act 2010 for pupils who may have disabilities or special education needs. Signed\_\_\_\_\_ (Headmaster) Date\_\_\_\_\_

Signed\_\_\_\_\_ (Chair of Trustees) Date\_\_\_\_\_

## **1. Roles and responsibilities**

The school works in partnership with all interested and relevant parties including the school's Board of Trustees, all school staff, parents, employers, community healthcare professionals and pupils to ensure the policy is planned, implemented and maintained successfully.

The following roles and responsibilities are used for the medical conditions policy at St George's School. These roles are understood and communicated regularly.

### **The school Trustees shall:**

- Ensure that the health and safety of their employees and anyone else on the premises or taking part in school activities e.g. pupils. This responsibility extends to those staff and others leading activities taking place off site, such as visits, outings or field trips.
- Ensure health and safety policies and risk assessments are inclusive of the needs of pupils with medical conditions.
- Make sure the medical conditions policy is effectively monitored and evaluated and regularly updated.
- Report to parents, pupils, school staff and local authority about the successes and areas for improvement of the school's medical conditions policy.
- Provide indemnity of staff who volunteer to administer medication to pupils with medical conditions.

### **The Head Master shall:**

- Ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks.
- Liaise between interested parties including pupils, school staff, special educational needs coordinators, teaching assistants, school nurses, parents, governors, the school health service, the local authority transport service, and local emergency services.
- Ensure the policy is put into action, with good communication of the policy to all.
- Ensure that every aspect of the policy is maintained.
- Ensure that information help by the school is accurate and up to date and that there are good information sharing systems in place using pupils Healthcare plans.
- Ensure pupil confidentiality.
- Assess the training needs for staff and arrange for them to be met.
- Ensure that all supply teachers and new staff are familiar with the medical conditions policy.
- Delegate a member of staff to check the expiry date of medicines kept at school and maintain the school medical condition policy.
- Monitor and review the policy at least once a year, with input from pupils, parents, staff and the school Trustees.
- Update the policy at least one a year to review recommendations and recent local and national guidance and legislation.
- Report back to all key people regarding the implementation of the medical conditions policy.

**All School staff shall:**

- Be aware of the potential triggers, signs and symptoms of common medical conditions and what to do in the event of an emergency
- Understand the school's medical conditions policy
- Know which pupils in their care have a medical condition and be familiar with the content of the pupil's healthcare plan.
- Allow all pupils to have immediate access to their emergency medication.
- Maintain effective communication with parents including informing them if their child has been unwell at school.
- Ensure that pupils who carry their medication with them have it when they go on a school visit or out of the classroom.
- Be aware of pupils with medical conditions who may be experiencing bullying or need extra social support.
- Understand the common medical conditions and the impact that it can have on pupils. Pupils should not be forced to take part in any activity if they feel unwell.
- Ensure that pupils with medical conditions are not to be excluded unnecessarily from activities they wish to take part in.
- Ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

**Teaching staff shall:**

- Assist pupils who have been unwell catch up on missed school work.
- Be aware that medical conditions can affect a pupils learning and provide extra help when pupils need it.
- Liaise with parents, the pupil's healthcare professionals, special educational needs coordinator and inclusions team 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.

**School Nurse shall:**

- Help update the medical conditions policy.
- Help provide regular training for school staff in managing the most common medical conditions at school.
- Provide information about where the school can access other specialist training.

**First Aiders shall:**

- Give immediate help to casualties with common illnesses and those arising from specific hazards with school.
- When necessary ensure that an ambulance or other professional help is called.

**Special educational needs coordinators:**

- Help update the school's medical conditions policy

- Know which pupils have a medical condition and which have any special educational needs.
- Assist pupils who have been unwell catch up missed schoolwork.
- Ensure teachers make the necessary arrangements if a pupil needs special consideration or access arrangements in exams or course work.

**Parents and carers of a child at this school have a responsibility to:**

- Tell the school if their child has a medical condition.
- Ensure that school has a complete and up to date Healthcare Plan for their child.
- Inform school about the medication their child requires during school hours.
- Inform the school of any medication their child requires while taking part in out of school activities.
- Tell the school about any changes to their child's medication, what they take, when and how much.
- Inform the school of any changes to their child's condition.
- Ensure the child's medication and medical devices are labelled with their child's full name.
- Provide the school with appropriate spare medication labelled with their child's full name.
- Ensure that their child's medication is within expiry dates.
- Keep their child at home if they are not well enough to attend school.
- Ensure their child catches up on any school work that they have missed.
- Ensure that their child has regular reviews about their condition with their doctor or specialist healthcare provider.
- Ensure their child has a written care / self-management plan from their doctor or healthcare professional to help the child manage their condition.

**2. Definitions**

"Medication" is defined as any prescribed or over the counter medicine, or controlled drug. "Prescription medication" is defined as any drug or device prescribed by a doctor.

**3. Training of staff**

- Teachers and support staff will receive training on Supporting Students with Medical Conditions Policy as part of their new starter induction.
- Teachers and support staff will receive regular and ongoing training as part of their development.
- No staff member may administer prescribed medicines or undertake any healthcare procedures without undergoing specific training to do so.
- No staff member may administer drugs by injection, unless they have received specific training.
- Records will be kept of training undertaken.

**4. The role of the child**

- Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures.
- Where possible, pupils will be allowed to carry certain medication and medical devices, such as Inhalers and Epipens. Where this is not possible, their medication will be stored in the locked medical cabinet, classroom or emergency grab bag. See medication policy.
- If pupils refuse to take their medication or carry out a necessary procedure, parents will be informed so that alternative options can be explored.
- Where appropriate, pupils will be encouraged to take their own medication.

## **5. Individual Healthcare Plans (IHCPs)**

- Where necessary, an Individual Healthcare Plan (IHCP) will be developed by the School Nurse in collaboration with the pupil, parents/carers, Head teacher, SENCO and other medical professionals.
- IHCPs will be easily accessible whilst preserving confidentiality.
- IHCPs will include information such as:
  - The medical condition: its triggers, signs, symptoms and treatments.
  - The pupil's resulting needs, including medication and adjustments.
  - Specific support for the pupil's educational, social and emotional needs.
  - The level of support required.
  - The person that will provide the support, including training requirements and proficiency confirmation.
  - The people in the school that need to be aware of the child's condition.
  - Written permission from parents for medication to be self-administered or administered by a suitably trained member of staff.
  - Separate arrangements for school trips and extra-curricular activities.
  - Designated individuals to be entrusted with confidential information.
  - How to manage an emergency situation and contingency arrangements.
- IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- Where a pupil has an Education, Health Care Plan or special needs statement, the IHCP will be linked to or become part of it.
- Where a child is returning from a period of hospital education or alternative provision or home schooling, we will work with the LA and education provider to ensure that the IHCP identifies the support that the child needs to reintegrate.

## **6. Medicines**

- It should be an exception rather than a rule for medicines to be brought into school. Medicines should only be administered in school when it is detrimental to a child's health or school attendance not to do so.
- Any request for medicine to be administered to a pupil in school must be considered on an individual basis.
- Prior to staff members administering medication, the parents / carers of the child must complete a medicine consent form or send an email with the necessary information. Should a pupil need paracetamol or piriton during the school day and, the parent / carer is unable to email school, verbal consent may be obtained if witnessed by two members of staff.
- Medicines can only be accepted if they are in date, labelled and in the original container as dispensed by the pharmacist. The pharmacy label should include instructions for administration, dosage and storage. The exception to this is Insulin which must be in date, but will generally be available inside an insulin pen or pump.
- No child under the age of 16 will be given medicine containing Aspirin unless prescribed by a doctor.
- No pupil will be given any prescribed or non-prescribed medicines without written parental consent except in exceptional circumstances. In exceptional circumstances verbal consent may be obtained, followed by the immediate return of appropriate forms (within 24 hours), at the discretion of the school. The time and date of such conversations will be noted.
- Where a pupil is prescribed a medication without their parents' / carers' knowledge, every effort will be made to encourage the pupil to involve their parents while respecting their right to confidentiality.

## **Storage of medicines**

### Lower School

- All medication is stored safely in the locked cupboard or medical fridge with the exception of Inhalers and Epipens which are stored in the clear medicine boxes which are kept in the classrooms. A second emergency device (e.g. Inhaler or Epipen) will be stored in the 'Emergency Grab bag' in the Lower School Reception. This bag will be taken to Aftercare daily and returned to Reception at 6pm by the lead Aftercare supervisor. All other after school activities will take emergency devices from the child's classroom box and these will be returned by the activity provider at the end of each session.

The pupils Class teacher, or teaching assistant attached to the class will endeavour to return non-emergency medication at the end of the day to the parent/carer/young person, however, school cannot take responsibility for reminding pupils / parents that medication needs collecting. If your child attends after school clubs or Aftercare, the child's class teacher, or teaching assistant attached to the class will pass the medication to the lead adult to hand over to parents.

### Upper School

- All medication is stored safely in the locked cupboard or medical fridge with the exception of Inhalers and Epipens which pupils carry on their person. A second emergency device Inhaler will be stored on the inhaler rack in the medical room and Epipens in the 'Emergency Grab bag' in the medical room.

### Controlled Drugs

- Controlled medications such as Opiates for pain relief or stimulant medications use to treat ADHD must be received, checked and administered by two people. There is a blue controlled drug book located in both Lower and Upper school. Controlled medication must be locked in a lockable box within the locked medicine cabinet and they keys for the box and cupboard will be stored separately.

- Alternative / Homeopathic Medicine

This can only be given if accompanied by detailed instructions on all aspects of the drug, written agreement by a Doctor and, the appropriate consent form signed by the parent.

***If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.***

## **Administration of medication**

- Staff should complete administering medication training.
- Staff should wash their hands before administering medicine.
- All necessary paperwork should be assembled and available when giving medicine.
- It is important that when medication is given that there is only one child present and that they are known to the member of staff. If the pupil is not known then they should be positively identified by another member of staff and by the SIMS computer system. The pupil should confirm name, date of birth and the colour photograph should be checked.
- If there are concerns about giving the medication then the member of staff should not give the medicine but contact the parents to discuss and this should be carefully documented.
- Written records will be kept of any medication administer to pupils.
- Pupils will not be prevented from accessing their medication.

### Lower School

- The administration is recorded accurately each time in the medicine books, located in classrooms for

EYFS, and in the Reception area for Years 1 to 6. Medication is administered with two people present and signed for by both members of staff. The completed medication form will be verified and signed by the parent/carer at the end of the day.

#### Upper School

- The administration is recorded on the medication forms stored in the medical room. A copy completed medication form will be forwarded to parents. Nurse may administer medication alone however all other staff must ensure that medication is administered with two people present and is signed for by both members of staff.

***If a pupil refuses to take the medication, they should not be forced to do so. Refusal should be documented and parents should be informed without delay. Further advice can be gained from NHS direct or NHS advice line by calling 111.***

#### Emergency Medication

- Emergency medication includes Inhalers, anti-convulsion medication, Epipens, Jext pens, Piriton, Insulin and Glucogel and needs to be readily available in an emergency.
- In school, any child who has emergency medication prescribed (with the exception of inhalers) should have an appropriate school alert card. The names of our asthmatic pupils are listed in the staff room and have all been issued with an asthma UK card that give individual plans for asthmatic pupils. It is parent / guardian's responsibility to ensure the emergency medication is sent into school.
- School requires 2 reliever inhalers or 2 Epipens if these devices are prescribed to a pupil.

***Please note pupils may not attend school without their emergency medication and although medication will be checked at regular intervals by nurse or first aiders, it is the parent's responsibility to supply this medication.***

#### School Emergency Asthma Kit

- From October 1<sup>st</sup> 2014 the Human Medicines Regulations 2014, allowed schools to obtain, without prescription, Salbutamol inhalers for use in emergencies. The inhaler can be used if the pupil's prescribed inhaler is not available (e.g. because it is broken or empty).

The guidance for the use of the emergency inhalers has been developed by the Department of Health and can be found at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/360585/guidance\\_on\\_use\\_of\\_emergency\\_inhalers\\_in\\_schools\\_October\\_2014.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/360585/guidance_on_use_of_emergency_inhalers_in_schools_October_2014.pdf)

In the event of a child displaying symptoms of asthma, and if their inhaler is not available or is unusable, the emergency Salbutamol inhaler may be used with a single use spacer. The emergency asthma kit is located in the medical room and may only be used for pupils who have written consent from parents.

#### School Emergency Epipen

In September 2017 the Department of Health issued Guidance on the use of adrenaline auto-injectors in schools stating that: Schools may administer their "spare" adrenaline auto-injector, obtained, without prescription, for use in emergencies, if available, but only to a pupil at risk of anaphylaxis, where both medical authorisation and written parental consent for use of the spare AAI has been provided.

The guidance for the use of adrenaline auto-injectors can be found at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/645476/Adrenaline\\_automated\\_injectors\\_in\\_schools.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline_automated_injectors_in_schools.pdf)

## **7. Managing medicines on trips and outings**

- If children/young people are going on outings, staff accompanying the children must include the class teacher/teaching assistant for the child with a risk assessment, or another member of staff who is fully informed about the child's needs and/or medication.
- Medication for the pupil is taken in a sealed plastic container that is clearly labelled with the child's name and name of the medication. Inside the container is a copy of the medication form to record when it has been given, with the details as given above.
- On returning to the setting the form is replaced in the child's file and for Lower School pupils the parent /carer sign the necessary paperwork.
- If a child on medication has to be taken to hospital, the child's medication is taken in a sealed plastic container clearly labelled with the child's name, name of the medication. Inside the box is a copy of the consent form signed by the parent/carers.

## **8. Medical emergencies**

- Medical emergencies will be dealt with under the school's emergency procedures.
- Where Individual Healthcare Plan (IHCP) is in place, it should detail:
  - What constitutes an emergency
  - What to do in an emergency
- Pupils will be informed in general terms of what to do in an emergency such as telling a teacher.
- If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

## **9. Avoiding unacceptable practice**

St George's School understand that under normal circumstances, the following practice is unacceptable:

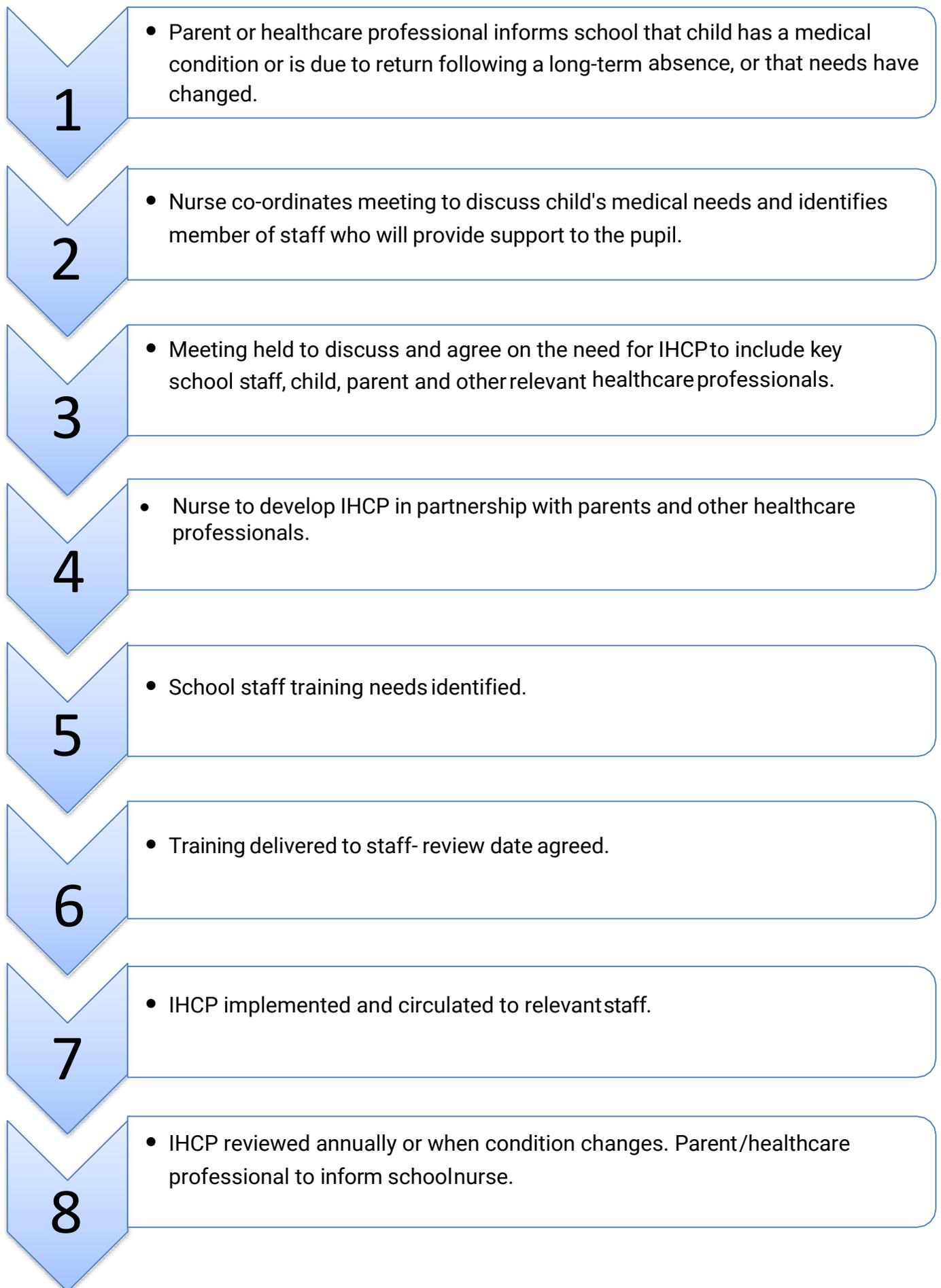
- Preventing students from easily accessing their medicine.
- Ignoring the views of the pupil and / or their parent.
- Ignoring medical evidence or advice.
- Sending the pupils home frequently or preventing them from taking part in activities at school.
- Sending the pupil to the medical room unescorted if they become unwell.
- Penalising pupils with medical conditions for their attendance record where their absences relate to their medical condition.
- Making parents attend school to administer medication or to attend school to provide medical support, including toileting issues.
- Creating barriers to children participating in school life, including school trips.
- Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

## **10. Insurance**

- Staff who undertake responsibilities within this policy are covered by the school's insurance.
- Full written insurance policy documents are available to be viewed by members of staff who are providing support to pupils with medical conditions. Those who wish to see the documents should contact the Head teacher.

## **11. Complaints**

The details of how to make a complaint can be found in the Complaints Procedure.



Individual Health Care Plan



**St George's**  
School, Edgbaston

Child's Name \_\_\_\_\_

Year Group \_\_\_\_\_ Date of Birth \_\_\_\_\_

Medical Condition \_\_\_\_\_

Family Contact Information

Mother's Name \_\_\_\_\_

Mobile \_\_\_\_\_ Home \_\_\_\_\_

Father's Name \_\_\_\_\_

Mobile \_\_\_\_\_ Home \_\_\_\_\_

Clinic/Hospital Contact

Name \_\_\_\_\_ Number \_\_\_\_\_

GP

Name \_\_\_\_\_ Number \_\_\_\_\_

Person responsible for providing support in School \_\_\_\_\_

Medical Needs and Child's Symptoms/Triggers/Signs/Treatments/Facilities/Equipment or Devices/ Environmental Issues etc \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Medication, dose, method of administration, when to be taken, side effects, contra-indications,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Medication to be administered by \_\_\_\_\_

Daily Care requirements \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specific support for the pupil's educational, social and emotional needs \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_





**Arrangement for School Trips** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Other Information** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Describe what constitutes an emergency, and the action to take if this occurs** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Person responsible in an emergency** \_\_\_\_\_

**Plan developed with** \_\_\_\_\_

**Staff training needed/undertaken – who, what, when** \_\_\_\_\_

**Form copied to** \_\_\_\_\_

**Signed Nurse:** \_\_\_\_\_ **Print:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signed Parent:** \_\_\_\_\_ **Print:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Review Date:** \_\_\_\_\_

MEDICATION CONSENT FORM

Pupil's Name..... Class / Tutor group.....

Date of birth.....

Name & strength of medication.....

How much to give (i.e. dose to be given) .....

When to be given.....

Any other instructions.....

Number of tablets / quantity of medication given to school.....

Medication is used for the treatment of.....

*N.B. MEDICATION MUST BE IN THE ORIGINAL CONTAINER, AS DISPENSED BY THE PHARMACY WITH CLEAR INSTRUCTIONS ON HOW MUCH TO GIVE.*

Telephone number of parent / carer.....

Name of G.P.....

Telephone number of G.P.....

**The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering the medication in accordance with the school policy. I will inform the school immediately, in writing, if there is any change of dosage or frequency of the medication or if the medication is to be stopped.**

Parent's / Carer's signature..... Date.....

Print Name.....

*A separate form is to be completed for each individual medication.*

**Please return to Reception or the School Nurse ([nurse@sgse.co.uk](mailto:nurse@sgse.co.uk))**

Appendix 4 – Staff training record – administration of medicines

Name of Training \_\_\_\_\_

Type of training received (detailed) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of training completed: \_\_\_\_\_

Training provided by: \_\_\_\_\_

Profession and Title \_\_\_\_\_

Registers taken at the time of the training can confirm which staff members have received the training detailed above and which staff members are competent to carry out any necessary treatment. I recommend that the training is updated annually.

This policy was reviewed by the school nurse, the SLT and BoT.