

# Supporting Students with Medical Conditions Policy

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**Formby High School**  
*Determined to Achieve*

## AIMS

- Formby High School is an inclusive community that aims to support and welcome students with medical conditions.
- Formby High School aims to provide all students with all medical conditions the same opportunities as others at school.

## POLICY STATEMENTS

- Formby High School recognises Section 100 of the Children and Families Act 2014 places a duty on the Governing Body to make arrangements for supporting students at their school with medical conditions.
- Formby High School's Supporting Students with Medical Conditions Policy has been drawn up in consultation with a wide range of key stakeholders, both within the school and health settings.
- All staff understand that many of the medical condition affecting our students will affect quality of life and may be life threatening, particularly if poorly managed or misunderstood.
- This policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation.
- All staff understand and are updated in what to do in an emergency for the most common serious medical conditions at this school.
- All staff understand and are trained in the school's general emergency procedures.
- Formby High School has clear guidance about record keeping.
- Formby High School ensures that the whole school environment is inclusive and favourable to students with medical conditions. This includes the physical environment, as well as educational and extra-curricular / wider enrichment activities.
- All staff show an understanding of how medical conditions impact on a student's ability to learn and seek to enhance their confidence and promote self-care.
- Formby High School understands the importance of all students taking part in physical activities. Teachers and coaches will make appropriate adjustments to make physical activity accessible to all.
- The school is aware of the common triggers that can make medical conditions worse or can bring on an emergency.

## RESPONSIBILITIES

Collaborative working arrangements are in place to enable the stakeholders below to work in partnership to ensure that students' needs are met effectively.

### Governing Body must

- Ensure arrangements are made to support students with medical conditions in school, including making sure that this policy is fully implemented.
- Regularly review and update this policy.

### Headteacher must

- Ensure that all staff are aware of the policy and understand their role in its implementation.
- Ensure that all appropriate staff are aware of the medical needs of students.
- Ensure that appropriate staff are trained to implement the policy and deliver against Individual Healthcare Plans, including responding effectively to emergency situations.
- Devolve responsibility for implementation of this policy to the Deputy Headteacher with responsibility for safeguarding.
- Ensure that all educational visits are appropriately risk assessed and that the medical needs of students participating have been identified and provision is in place.

### **Climate for Learning Leaders (CfLLs) must**

- Take responsibility for ensuring Individual Healthcare Plans are devised in partnership with the School Medical Officer, parents and, where appropriate, students.
- Where relevant, consult with individual students, parents and any relevant healthcare professional to ensure the effect of the student's medical condition on their school work is properly considered and managed.

### **School staff must**

- Be prepared to be asked to support students with medical conditions, including, if appropriate, administering medicines. Staff may opt out should they wish to do so.
- Engage with training to achieve the necessary level of competency before taking responsibility for supporting students with medical conditions.
- Know what to do and respond accordingly when aware that a student with a medical condition needs help.
- Be aware of the potential for students with medical conditions to have Special Educational Needs and Disabilities (SEND).
- Monitor the progress of students with medical conditions and report any concerns to the relevant Climate for Learning Leader.

### **School Medical Officer must**

- Ensure medicines are kept securely, accessible to the relevant personnel and clearly labelled.
- Maintain clear and detailed records of medicines stored on site.
- Monitor medication to ensure it remains 'in date'.
- Safely dispose of medication that has passed its 'use by' date.
- Log medical emergencies.
- Develop Individual Healthcare Plans and review plans as required, liaising with individual students, their parents and the relevant staff as required.
- Share relevant information with all staff and provide training to staff as required.

### **Parents must**

- Notify school on enrolment and provide sufficient and up to date information about their child's medical needs.
- Engage in the development and review of their child's Individual Healthcare Plan.
- Carry out actions agreed in Individual Healthcare Plan, such as provide medicines and ensure they, or another nominated adult, are contactable at all times.

### **Students must**

- Be fully involved in discussions about their medical support needs and contribute as much as possible to the development of, and comply with, their Individual Healthcare Plan.
- Endeavour to develop independence in managing their own medical needs where appropriate.

## **PROCEDURES AND PROCESSES**

### **Staff training and support**

- All Staff are aware of the most common serious medical conditions and what to do in an emergency. They are provided with information to support a student with medical needs:
  - Through access to Individual Healthcare Plans
  - Via updates from healthcare professionals

- Additionally, the School Medical Officer and First Aiders are appropriately trained and can provide advice and guidance to staff, parents and students.
- In an emergency situation, school staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication.
- Action for staff to take in an emergency for the common serious conditions at this school is displayed in prominent locations for all staff, including the Staff Room, Sports Centre, L Building, Sixth Form Centre as well as being included in the Staff Handbook.
- If a student needs to be taken to hospital from school where a parent is unavailable, a member of staff will always accompany him/her and will stay with him/her until a parent or carer arrives. If appropriate, a copy of the student's Individual Healthcare Plan will be taken to the emergency care setting with the student.

### **The student's role in managing his/her own medical needs**

- Wherever competent to, the school actively seeks that students take responsibility for managing their own medicines and procedures.
- Where this is not possible, the School Medical Officer will help administer medicines and manage procedures, aiding the student to develop greater independence.
- Whilst on school visits / trips, the protocol in the Individual Healthcare Plan will be adhered to.

## **Managing Medicines on School Premises**

### **Administration of emergency medication**

- All students can access their emergency medication in the First Aid room, which is secured via a keypad so will require the supervision of an adult.
- All students are encouraged to carry and administer their own emergency medication, when it has been determined that they are able to take responsibility for doing so. All students carry their emergency medication with them at all times, except if they are controlled drugs as defined in the Misuse of Drugs Act 1971. This is also the arrangement on any off-site or residential visits.
- All taking of medication defined as a controlled drug, even if the student can administer the medication him/herself, is done under the supervision of staff.
- Training is given to all staff members who agree to administer medication to students, where specific training is needed.
- All school staff have been informed through training that they are required, under common law duty of care, to act like any reasonably prudent parent in an emergency situation.
- If a child's medication changes or is discontinued, or the dose or administration method changes, parents should notify the school immediately.
- If a student at this school refuses their medication, staff will record this and ensure parents are informed as soon as possible.
- Off-site visits are fully risk assessed and staff are made aware of any students with medical conditions on the visit. They receive information about the type of condition, how it is managed, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.
- If a student misuses medication, either their own or another student's, their parents are informed as soon as possible. These students are subject to the school's usual disciplinary procedures.

## **Storage of medication at school**

### **Emergency Medication**

- Most students at this school carry, and securely keep, their own medication. They are reminded to ensure that their emergency medication is with them at all times. Back-up medication is available in First Aid room.

- Where a student is not yet able to self-manage and carry his/her own emergency medication, he/she knows where to access the emergency medication.

### Non-Emergency Medication

- All non-emergency medication is kept in a cupboard, in a cool dry place within the First Aid room (a secure room).
- Staff ensure that medication is only accessible to those for whom it is prescribed.

### General

- The School Medical Officer ensures the correct storage of medication at school.
- All controlled drugs are kept in a locked cupboard, paying particular note to temperature, and only named staff have access, even if students normally administer the medication themselves.
- Three times a year the first aider checks and logs the expiry dates for all medication stored at school.
- All emergency and non-emergency medication brought into school must be clearly labelled wherever possible, in its original containers, with the student's name, the name and dose of the medication and the frequency of dose, expiry date and the prescriber's instructions. This includes all medication that students carry themselves.
- All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are located in the First Aid room.
- All medication is sent home with students at the end of the school year following parental consent.
- It is the parents' responsibility to ensure new and in date medication comes into school on the first day of the new academic year.
- An accurate record of each occasion an individual student is given or supervised taking medication is kept. Details of the supervising staff member, student, dose, date and time are recorded.

### Safe Disposal

- Students will be given out of date medication to take home, with a note to parents, to dispose of safely. Where this is not possible it will be disposed of by school.
- Sharps boxes are used for the disposal of needles. Parents obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this school are stored in a locked room unless alternative safe and secure arrangements are put in place on a case-by-case basis.
- If a sharps box is required for an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy, to school or to the student's parents.

### Record Keeping

#### Enrolment

- Parents are asked if their child has any health conditions / issues on the admission form; this information is collated by the Examinations & Data Department.

#### Individual Healthcare Plans

- The Individual Healthcare Plan records important details about individual student's medical needs, their triggers, signs, symptoms, medication and other treatment.
- An Individual Healthcare Plan, accompanied by an explanation of why and how it is used, is sent to all parents of students with a long-term medical condition. This is sent:
  - At the start of the school year
  - At admission (if this is not the start of the school year)

- When a diagnosis is first communicated to the school

### **School Healthcare Plan Register**

- Individual Healthcare Plans are used to create a centralised register of students with medical needs and are kept in a secure central location at school.
- Where a parent or a healthcare professional makes the school aware of a change to a student's medical condition, a new care plan will be sent home to parents.
- All staff have access to the Individual Healthcare Plans of students in their care.
- All staff are responsible for the protection of student confidentiality.
- Before sharing any medical information with any other party, such as when a student takes part in a work experience placement, permission is sought from parents.

### **Educational Visits / Education Off-Site**

- Risk assessments are carried out by the school prior to any out-of-school visit and medical conditions are considered during this process. Factors considered include: how all students will be able to access the activities proposed, how routine and emergency medication will be stored and administered, and where help can be obtained in an emergency.
- Parents are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight stay. This requests up-to-date information about the student's current medical condition and how it is to be managed whilst away. Staff on educational visits and out-of-school hours activities are fully briefed on students' individual medical needs. They will have access to the Individual Healthcare Plan and any necessary medication / medical equipment for the duration of the visit.
- For all residential visits, a member of staff is appointed as the designated first aider and the appropriate first aid equipment will be taken on the trip.
- Risk assessments are carried out before students undertake work experience or off-site educational placement. The school will ensure that the placement is suitable and accessible for a student with medical needs. Permission is sought from the student and his/her parents before any medical information is shared with an employer or other education provider.

### **Complaints**

Should parents / students /stakeholders be dissatisfied with the support provided, they should discuss their concerns directly with school. If, for whatever reason, this does not resolve the issue, they may make a formal complaint via the school's complaints procedure (see Complaints Policy).

### **Glossary of Terms**

#### **Controlled Drugs**

Some prescription medicines are controlled under the Misuse of Drugs Act. These medicines are called controlled medicines or controlled drugs; for example, morphine. Stricter legal controls apply to controlled drugs to prevent them being misused, obtained illegally or causing harm.