

THE SALTERNS ACADEMY TRUST: ADMIRAL LORD NELSON SCHOOL

Supporting Students with Medical Needs



Author:	S Fenner
Position:	Assistant Headteacher: Inclusivity
Date written:	1 st December 2020
Date agreed and ratified by the Governing Body:	9th December 2020
Date of next review:	1st December 2021

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1. Key staff involved

Role	Name(s)
Headteacher:	N Hardingham
Assistant Headteacher: Inclusivity	S Fenner
Link Governor:	T Henley

2. Governing Body Statement

The Governors will ensure that:

3. Introduction

The Children and Families Act 2014 requires Governing Bodies to ensure that arrangements are in place to support students with medical conditions. Students with medical conditions have the same right of admission to school as other students and cannot be refused admission or excluded from school on medical grounds alone.

The DfE guidance '*Statutory Guidance for Governing Bodies of Maintained Schools and Proprietors of England (December 2015)*' can be found on the DfE website (www.gov.uk – Supporting Pupils at School with Medical Conditions). This is the Statutory Guidance for all schools to follow.

4. Roles and Responsibilities

The Governing Body of Admiral Lord Nelson School will ensure the school's policy will be implemented effectively and that the administration of medicines and supporting children with complex health needs is adequately managed. An annual audit of staff training, record keeping and the management of Individual Healthcare Plans will be carried out by the school.

Any member of staff may be asked to provide support to students with medical conditions, including the administering of medicines, although they cannot be required to do so. Although administering medicines is not part of teachers' professional duties, they should take into account the needs of the students with medical conditions that they teach.

The prime responsibility for a child's health lies with the parent/carer who is responsible for the child's medication and must supply the school with all the relevant information needed in order for proficient care to be given to the child.

Students with serious medical conditions will have their photo and brief description of condition, along with any other necessary information, posted on the staff room noticeboard.

5. Our Aims

- To support students with medical conditions so that they have full access to education, including physical education and educational visits.
- To ensure that school staff involved in the care of children with medical needs are fully informed and adequately trained by a professional in order to administer support or prescribed medication.
- To write, in association with Healthcare Professionals, Individual Healthcare Plans where necessary.
- To keep, monitor and review appropriate records.

6. Unacceptable Practice

While school staff will use their professional discretion in support individual students, it is unacceptable to:

- Prevent children from accessing their medication.
- Assume every child with the same condition requires the same treatment.
- Ignore the views of the child or their parents/carers or ignore medical advice.
- Prevent children with medical conditions accessing the full curriculum unless specified in their Individual Healthcare Plan.

7. Expectations

It is expected that:

- Parents will inform the school of any medical condition which affects their child.
- Parents will supply the school with appropriately prescribed medication with dosage information clearly printed by a pharmacy on the container.
- Parents will ensure that medicines to be given in school are in date and clearly labelled.
- Medical professionals involved in the care of children with medical needs will fully inform staff beforehand of the child's condition, it's management and implications for the school life of that individual.

8. Procedures for Supporting Students with Medical Conditions Policy

8.1 Short Term Medical Needs: Medicines should only be administered at school where it would be detrimental to a child's health if it were not administered during the school day.

8.2 Long Term Medical Needs: Sufficient information about a student's conditions and the likely impact on their learning and access to school should be provided. This information should be obtained prior to admission or as soon as a diagnosis is made.

Doctors' notes and medical information should be handed to the Medical Room who will copy the information and return to the student. Copies of medical information will be passed to the Assistant Headteacher: Inclusivity. They will make a decision if a HealthCare Plan is necessary. A HealthCare Plan clarifies, for all concerned, the help that can be provided and should be reviewed on an annual basis or as required.

8.3 Administering Medicines:

- The school must have parental written permission – a medical consent form **must** be completed.
- Medicines should be provided in the original container which includes the prescriber's instructions.
- Written records must be kept each time medicine is given and signed by a member of staff.

8.4 Staff Should Check:

- Child's name
 - Name of Medicine
 - Prescribed Dose
 - Expiry Date
 - Instructions
- Where care is needed with dosage, it is good practice to have a second adult witness.

- Medicines should not be given if there is any doubt.
- If a child refuses to take the medicine, they should not be forced to do so. A written record should be kept and parents informed on that day.
- Parents must keep the school informed about any changes to instructions.

8.5 Prescribed Medicines: Procedures for taking medicines during the school day:

- Only when essential.
- Only when prescribed by a doctor or nurse.
- Only when provided in the original container with prescribers instructions for administration.
- Only in accordance with the stated dose and recorded as such.
- Medicines that need to be taken three times each day can be taken out of school hours.
- Students must **never** be given another student's medication.

8.6 Controlled Drugs: (eg Ritalin)

Some drugs are controlled by the Misuse of Drugs Act and may be prescribed to students.

- The school will look after controlled drugs and a named member of staff will administer them in accordance with instructions.
- Controlled drugs are locked in a non-portable container and a record kept of quantity and usage.

8.7 Non-prescribed Medicines:

- Paracetamol is the only non-prescribed medication that can be given.
- Only when a Medication Consent Form has been completed by parents/carers can they be given.
- Students under 16 should **never** be given aspirin or medicines containing ibuprofen unless prescribed.
- Paracetamol should only given once during the school day.
- Students must **never** be given another student's medication.

8.8 Dealing with Medicines Safely/Storage:

- Students should know where their medicines are stored and should have immediate access to them if appropriate (eg Asthma inhalers).
- Medicines that are required in an emergency should **not** be locked away.
- Other non-emergency medicines should be kept in a safe place not accessible to students.
- If necessary, medicines should be refrigerated with restricted access.
- Parents/carers are responsible for the disposal of medicines. Medicines should be returned to the student at the end of each term. Any uncollected medicine should be taken to a pharmacy for safe disposal.

8.9 Emergency Procedures:

- Staff are made aware of the procedures that apply to individual students.
- An ambulance should be called rather than taking a student to hospital by car.
- A member of staff must accompany a student to hospital and remain with them until a parent/carer arrives.

8.10 Self-Management:

- Where possible students should be encouraged to take responsibility for their own medicine and its administration, under staff supervision (eg Asthma inhalers).
- Students who suffer from asthma should have immediate access to their medication throughout the day, with at least one spare full inhaler kept in the medical room.

8.11 Taking Medicine During School Trips:

- Where possible, medical needs should not prevent a student from joining school trips.
- The decision regarding whether a student can join a trip should be taken following a discussion with staff, parents/carers and if appropriate other professionals.
- If appropriate a risk assessment should be actioned and written.
- Staff must feel satisfied that the safety of all who join the trip will be ensured.

8.12 Sporting Activities:

- Where possible medical needs should not prevent a student from engaging in sport.
- Any restrictions should be recorded in an Individual Healthcare Plan.
- Staff should be aware of students who need to take precautionary measures before exercise.
- Staff must consider whether a risk assessment is required for any child.

APPENDIX 1: COVID-19 Procedures

First Aid - All injury/ illness will be triaged via Medical room:

- Anne Keen: Medical Safeguarding support worker – will lead on the running of the medical room day to day.
- Helen Blakeledge: CLA safeguarding support worker will assist as required and to cover breaks. (Mon/Tues)
- Libby Hockey: Teaching Assistant; will assist as required and to cover breaks (Weds/ Thurs)
- Amanda Barnes: Cover supervisor – will assist if required to cover for staff absence.

Illness and injuries - Not COVID symptom related:

Staff should send student to the medical room for triage or in cases where student is unable to move, assistance is requested via reception. AKE to assess level of need and necessary action.

COVID symptoms – <https://www.nhs.uk/conditions/coronavirus-covid-19/>

- If staff have a reason to be concerned about a student's temperature or cough (through student reporting or visible signs) they will be swiftly and sensitively sent to the medical room for assessment.
- Medical room staff alert assigned staff HBL (Mon/Tues) LHO (Weds -Fri) via to assist – sensitively requested no names of student or to the nature of need.
- Students (along with their personal possessions if possible) walk to the medical room by the shortest route.
- Medical staff meet student for assessment
Reception request 'on call' site team member to trace back and clean area potentially touched by student. i.e. door handles, handrails.

Medical Room Staff Actions

- Medical room staff have access to comprehensive PPE and will require to wear apron, gloves, face mask and visor when dealing with all medical issues.
- The PPE will be disposed of between students if the student has received anything from the medical staff member i.e. a cup of water to take paracetamol, cold compress.
- Only 1 student will be seen at a time, after each student has been seen then the medical room staff will disinfect where the student has been sat or been in contact with.
- PPE will be disposed of and double bagged at the end of each am/pm session.
- The adjacent rooms alongside the Medical room will be reserved using signage for triage and/or isolation purposes and parents will be required to pick up students from the far end of the front of school car park.
- Triage rooms will need to be cleaned regularly and in-between use.
- Weather permitting, the isolation/assessment for those suspected of Covid-19 will take place outside to limit potential transmission.
- Any student or member of staff who displays symptoms will (following liaison with parents in student cases) be sent home following PHE South England Protection team below.

CONFIDENTIALITY: Student/Staff medical information is private and confidential, and all staff should refrain from sharing this with other students/staff and aim to sensitively manage any inappropriate conversations etc. and look to provide reassurance to others.

PHE South East Health Protection Team:

Guidance for Childcare and Educational Settings in the Management of COVID-19

Version 1.1 Date 04/06/2020

Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces. This will help prevent COVID-19 spreading in schools, as well as other infectious diseases.

If you have any infection control concerns or questions please call the Hampshire & Isle of Wight Health Protection Team on 03442253861. If the matter is not urgent you can also email HLOW@phe.gov.uk.

GUIDANCE: Visit gov.uk/coronavirus for detailed schools guidance and other guidance

TESTING: Visit nhs.uk/ask-for-a-coronavirus-test

