



## Five Acres High School

# Supporting Students with Medical Conditions Policy

### Approval and review

This policy is the responsibility of: Headteacher and SENCO

This policy was approved by the Local Governing Body on: November 2019

Section 5b addendum to be approved by the COG on behalf of the Governing Body on:  
12 June 2020

*Five Acres High School is committed to complying with all relevant legislation in relation to the health and safety of the students in its care, including those with special medical needs.*

*This policy applies to Five Acres High School and all governors and staff of the school must abide by this policy, which has been adopted in accordance with and pursuant to the Student Welfare Policy of the Greenshaw Learning Trust.*

*It is the responsibility of the local governing body and Headteacher of the school to ensure that their school and its staff adhere to this policy. In implementing this policy school staff must take account of any advice given to them by the CEO and/or Board of Trustees.*

*This policy is subject to the GLT Student Welfare Policy and the Scheme of Delegation approved for the school. If there is any ambiguity or conflict then the GLT Student Welfare Policy and the Scheme of Delegation and any specific Scheme or alteration or restriction to the Scheme approved by the Board of Trustees takes precedence. If there is any question or doubt about the interpretation of this, the Chief Executive Officer of the GLT should be consulted.*

## **Aims**

Five Acres High School aims to:

- assist parents/carers in providing medical care for their children;
- educate staff and students in respect of special medical needs;
- liaise as necessary with health professionals who support individual students;
- ensure access to a full education if possible;
- monitor and keep appropriate records.

## **Entitlement**

Five Acres High School accepts that:

- students with medical needs have a right to the full education available to other students;
- students with medical needs should be enabled to have full attendance and receive necessary, proper care and support.

Five Acres High School accepts that all employees have rights in relation to supporting students with medical needs as follows:

- to choose whether or not they are prepared to be involved;
- to receive appropriate training;
- to work to clear guidelines;
- to have concerns about legal liability;
- to bring to the attention of the Senior Leadership Team, any concern or matter relating to supporting students with medical needs.

## **The role of the school**

It is expected that the school will:

- liaise with parents/carers and health professionals (where appropriate) on the production of a health care plan for the student ensuring it is updated regularly and accessible to the parents/carers;
- ensure adequate care for the students through the training of staff and arranging appropriate provision for a student to access all aspects of education;
- provide adequate insurance for the level of risk.

## **The role of the parent/carer**

It is expected that the parent/carer will:

- keep the school informed about any changes to their child's health;
- complete a parental agreement form to administer medication before bringing medication into school;
- provide the school with the medication their child requires and keeps the medication up to date;
- collect any unused medication at the end of the academic year;
- discuss the medication with their child prior to requesting that a staff member administers the medication;
- where necessary, develop an Individual Healthcare Plan (IHCP) for their child in collaboration with the school and healthcare professionals.

## **The role of the student**

It is expected that the student will:

- where competent, be encouraged to take responsibility for managing their own medication and procedures;
- where possible, be allowed to carry their own medication and devices, subject to written consent being given by the parent/carer. If this is not possible, their medication will be located in an easily accessible location.
- take their medication; If he/she refuses, the parent/carer will be contacted and alternative options will be explored.

## **Policy into Practice**

**Responsible person:** *SENCO*

### **1. Individual Health care plans (IHCPs)**

Parents/carers are requested to share with the school any relevant medical information regarding their child on an annual basis. If a student has significant medical needs, a health care plan will be drawn up by the SENCO in conjunction with the parents/carers and any relevant medical professionals. The focus of this plan should be on the needs of the individual student and how their medical condition impacts their school life. This plan will be reviewed on an annual basis, or sooner if necessary, and made accessible to parents/carers.

### **2. Support for staff carrying out their role**

Communication: Communication to staff regarding a student's acute medical condition is done via the pastoral support team and/or SENCO. Where necessary, a staff briefing with relevant staff is organised and the SENCO or other medical professionals may attend. Staff will be briefed on the condition, how best to support the student and what to do in an emergency.

Training: The relevant members of staff will take the lead on training and liaise with the pastoral support team and/or SENCO on training and induction arrangements for staff. The pastoral support team and/or SENCO will keep a record of training undertaken and a list of staff qualified to undertake responsibilities under this policy. Feedback will be sought from staff by the pastoral support team and/or SENCO to ensure that staff feel supported in carrying out their role.

Staff absence: In the event of a staff absence, the school will allocate a trained member of staff to cover the absence.

### **3. Arrangements for students who are competent to manage their own medical needs**

The school actively encourages students to manage their own health needs and recognises the importance of supporting this independence.

#### **4. Emergencies**

Medical emergencies will be dealt with under the school's emergency procedures.

Where an Individual Health Care Plan (IHCP) is in place, it should detail:

- what constitutes an emergency
- what to do in an emergency

#### **5 Accident Reporting and Recording**

##### **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**

In the case of a notifiable accident, disease, etc., the local authority's Health and Safety Officer should be notified, by telephone immediately or, in the case of accidents necessitating absence from work for more than three days, at the earliest possible moment by the Responsible Person, so that s/he can advise and carry out an investigation if required.

The Health and Safety Executive will be informed by the local authority's Health and Safety Officer of any notifiable accidents. This is a legal requirement and must be done within 10 days of the accident/incident.

Details of notifiable and reportable accidents must be recorded on the official form.

Whenever an accident occurs which requires the completion of a form an investigation will be carried out by the *site manager*.

In the event of an accident or other occurrence (e.g. an epileptic fit) a first aider should be contacted to deal with the situation. The first aider will be responsible for recommending that an ambulance is called. In cases involving students, their parent/carer should be contacted as soon as possible.

All non-reportable accidents, treated with first aid, should be entered in the on to the child's record on SIMS. Where relevant, parents/carers should be contacted and advised of the situation and asked if they would like to collect their child or if they are happy for them to remain in school.

In other cases, where no injury is visible, the student will be kept under observation. However, if concerns increase medical attention may need to be obtained but in all cases parents/carers will need to be advised of the incident. In the event of a bump to the head it is essential that persons be monitored and not left alone or unsupervised.

All incidents where first aid has been administered for either accidents or illness are recorded on the medical database held on SIMS.

##### **a) Accidents involving blood**

Accidents involving blood, e.g. cuts, nose bleeds, etc. carry the danger of Hepatitis B and HIV (AIDS). A record must be made of the incident.

## **Infectious Diseases**

We follow national guidance published by Public Health England when responding to infection control issues. See Appendix C.

## **Infection Prevention and Control**

We follow national guidance published by Public Health England (PHE) when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

The school is following the latest guidance from the PHE and DfE with regard to infection control procedures including the standard protection measures listed below

### **I. Handwashing**

- Wash hands with liquid soap and warm water, and dry with paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals.
- Cover all cuts and abrasions with waterproof dressings.

### **II. Coughing and sneezing**

- Cover mouth and nose with a tissue.
- Wash hands after using or disposing of tissues.
- Spitting is discouraged.

### **III. Personal protective equipment**

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing).
- Wear goggles if there is a risk of splashing to the face.
- Use the correct personal protective equipment when handling cleaning chemicals.

### **IV. Cleaning of the environment**

- Clean the environment frequently and thoroughly
- Clean the environment, including toys and equipment, frequently and thoroughly

### **V Cleaning of blood and body fluid spillages**

- Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment.
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface.
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below
- Make spillage kits available for blood spills.

### **VI Laundry**

- Wash laundry in a separate dedicated facility.
- Wash soiled linen separately and at the hottest wash the fabric will tolerate.
- Wear personal protective clothing when handling soiled linen.
- Bag students' soiled clothing to be sent home, never rinse by hand.

#### **VII Clinical waste**

- Always segregate domestic and clinical waste, in accordance with local policy.
- Used nappies/pads, gloves, aprons and soiled dressings are stored in correct clinical waste bags in foot-operated bins.
- Remove clinical waste with a registered waste contractor.
- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection.
- 

#### **VIII Animals**

- Wash hands before and after handling any animals.
- Keep animals' living quarters clean and away from food areas.
- Dispose of animal waste regularly, and keep litter boxes away from pupils.
- Supervise pupils when playing with animals.
- Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet.

#### **VIII Pupils vulnerable to infection**

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most students. The school will normally have been made aware of such vulnerable students. These students are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought. Advise these students to have additional immunisations, for example for pneumococcal and influenza.

Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 3 of the Health and Safety Policy.

**Epidemic / Pandemic (including Covid-19)**

In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action. See Appendix C.

#### **Arrangements for school trips and sporting activities**

The trip leader/sports leader is provided with all the medical details relating to the relevant students and attends a briefing with the school office manager. A risk assessment is produced for each trip factoring in the risk associated with the medical condition. Students are expected to provide their own medication.

The school ensures that all students, where it is reasonable and despite their medical condition, can attend these events with the consent of their parents/carers. Additional staffing is provided to ensure adequate care.

## **Unacceptable Practice**

Five Acres High School understands that the following behaviour is unacceptable:

- assuming students with the same condition require the same treatment;
- ignoring the views of the student and their parents/carers;
- ignoring medical evidence or opinion;
- sending students home frequently or preventing them from taking part in school activities;
- penalising students with medical conditions for their attendance record where the absence relates to the condition;
- making parents/carers feel obliged or forcing parents/carers to attend school to administer medication or provide medical support;
- 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.

## **Complaints**

Complaints should be dealt with through the school's complaints procedure.

## **Administering Medication to Students in school**

Students who are fit to attend school may require taking medication during school hours (diabetics, asthmatics, epileptics, etc.). The following are guidelines on administering these medications in schools.

### **The School's Responsibility**

The school will normally expect the students to be responsible for taking their own medication, but will ensure, where necessary, its safekeeping, refrigeration, etc.

The school office manager will ensure that where another adult (apart from him/herself) is responsible for the medication, that person is made fully aware of their duties in this respect.

Parents/carers will be required to sign an acknowledgement that they have requested the administration or safe-keeping of their child's medication and that they are satisfied that the designated members of staff are competent to do so. All medication will be in their original containers with the students name and dosage clearly displayed.

A clear written statement of their responsibility will be given to all parents/carers, detailing:

- how to make a request for medication to be given by school staff, i.e. in writing and in person to the Headteacher;
- How medication should be provided to the school, i.e. in the original container from the pharmacy and clearly labeled with:
  1. **Student's name**
  2. **Class**

3. **Name of medicine**
  4. **How much to give (i.e. dose)**
  5. **When to be given/ taken**
  6. **Any other instructions, e.g. storage**
  7. **Emergency contact number**
  8. **Family GP's telephone number;**
- the need for parents/carers to notify the school in writing of any changes in medication;
  - the need for parents/carers, in person, to replenish the supply of medication if necessary;
  - a recommendation that the school be advised of any significant disease, medical condition or allergy the student may have, subject to confidentiality.

### **Medication**

- Where a student is taking a limited course of medication e.g. antibiotics, it would be expected that the medication will be administered at home. However, if the medication is being taken for reasons which would not put the student or others at risk, for example of infection, arrangements can be made for it to be taken in school.
- If a student is taking a non-prescribed medication e.g. cough medicine, this would be expected to be administered at home. Furthermore it is expected that students will not take non-prescribed medication in school unless under controlled conditions.
- Where staff agrees to administer medication to a student, the responsible person has to be designated so that the parent / carer and the student know who it is. The medication book has to be signed by the parent/ carer stating the dosage/application and the time(s) to be taken.

### **Storage of medication**

Medication, when not in use, shall be kept in a safe and secure place (a refrigerator if appropriate). However, medication that may be required in an emergency will always be readily accessible if not kept by the student.

Students will be responsible for their own inhalers, unless there is a specific reason for them not to be.

### **Administration/ Record**

The label on the container containing medication should be checked against the school medication record (completed by parent). Any discrepancy should be queried with the parent before administering medication. A parent should provide proof, in writing from their GP, if their instructions differ from those on the medication container. A record should be kept of doses given, when given, by whom given. The *school office manager* is responsible for monitoring and keeping appropriate records.

### **Disposal**

Medication no longer required should not be allowed to accumulate. It should be returned to the parent in person for disposal. In the last resort, unwanted medication should be given to a local pharmacist for disposal as required by the Environmental Health Regulations.



First Aid trained staff shall seek advice from the Local Health Authority if relevant information concerning a student's rarer health problems is required.

**Liability of School Staff**

Staff designated to administer medication to students will be covered by the school in the event of liability/ negligence claims made against them, as long as they have taken all reasonable steps to follow the procedures and parental instructions contained in these guidelines.

**APPENDIX A**

**Parental Agreement for School to Administer Medication.**

The school will not give your child medicine unless you complete and sign this form and the school has a policy that staff can administer medicine.

<b>Five Acres High School/setting</b>	
<b>Date</b>	
<b>Student's name/ tutor group/class</b>	
<b>Name &amp; Strength of medicine</b>	
<b>Expiry date</b>	
<b>How much to give (i.e. dose to be given)</b>	
<b>When to be given</b>	
<b>Any other instructions</b>	
<b>Number of tablets/quantity to be given to School /setting</b>	

**Note: Medicines must be signed in the original container dispensed by the pharmacy.**

Daytime phone no of parent/carer

Name & Number of GP

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

**Parent's signature:** \_\_\_\_\_

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

**APPENDIX B**

**Five Acres High School - Record of Medication administered to all students.**

<b>Student's Name Tutor Group/Class</b>	<b>Date</b>	<b>Name of Medication</b>	<b>Dosage given</b>	<b>Time Given</b>	<b>Any Reactions</b>	<b>Parent/Carer Signature</b>	<b>Administered by Staff Signature</b>

## Appendix C - ADDITIONAL ACTIONS RELATED TO EPIDEMIC / PANDEMIC INCLUDING COVID-19 (CORONAVIRUS)

### **First Aid & Intimate Care**

Usual First Aid practices apply, including the use of PPE and dealing with bodily fluids. In addition:

#### **Use of PPE**

The majority of staff will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.

Gloves should be worn for all first aid.

A fluid-resistant surgical facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical facemask should be worn by the supervising adult.

If a risk assessment determines there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn

PPE should be worn by staff caring for the student while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

Disposable equipment should be put in the clinical waste bin. Reusable equipment must be thoroughly cleaned before use by anyone else. Students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way.

#### **Students And Staff Displaying Coronavirus Symptoms**

If anyone becomes unwell with a new, continuous cough or a high temperature, has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection](#) guidance.

While they are waiting for collection, they will sit in the Isolation Room with the door closed.

If they need to go to the toilet while waiting to be collected, they will use the Disabled Toilet.

The room and toilet will be cleaned and disinfected using standard cleaning products before being used by anyone else.

In an emergency, the first aider on site will call 999 if someone is seriously ill or injured or their life is at risk. We will not take them to the urgent care centre or a hospital.

Parents will be advised to call 999 if a student's condition deteriorates.