

Supporting Children with Medical Needs Policy

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Supporting Children with Medical Needs Policy:

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1. INTRODUCTION AND OBJECTIVES

Beechwood School is an inclusive community that aims to provide all young people who attend our school with a medical condition, the same opportunities as all our young people. This policy, has been drawn up to provide clear guidance on the administration of medication and medical care for young people with medical needs, in line with the DfE statutory guidance 'Supporting pupils at school with medical conditions' December 2015.

Beechwood School makes certain all staff understand their duty of care to a young person with a medical condition in the event of an emergency. The commitment of staff is absolutely exceptional and our young people are truly inspired and achieve great things as a consequence. This is the reality because of our special set of 'Beechwood Values'

We value all.

We respect all.

We believe in all.

We see the good and potential in all.

We have a strong sense of all having an entitlement to experience excellence and success.

We are all determined to 'do our best to be the best that we can be'.

These values determine everything we do and aspire to achieve together every day.

We ensure that a young person with a medical condition feels confident in the support they receive, and their parents feel secure in the care provided for their child.

2. RESPONSIBILITIES

The parents/carer of a young person at Beechwood School have prime responsibility for their child's health and should:

- inform the school that their child has a medical condition;
- provide the school with up to date information about their child's medical condition(s), treatment and/or any special care needed;
- ensure the school has a complete and up-to-date Healthcare Plan for their child;
- inform the school about the medication their child requires during school hours;
- inform the school of any medication their child requires while taking part in offsite visits/activities;
- inform 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 their 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 name;
- ensure that their child's medication is within expiry dates;
- ensure new and in date medication comes into school on the first day of a new academic year;
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional, and provide the school with updates.

Beechwood School's Executive Headteacher has a responsibility to:

- ensure that all staff protect the confidentiality of all young people with a medical condition;
- ensure health and safety policies and risk assessments are inclusive of the needs of young people with medical conditions;
- make sure the medical conditions policy is effectively monitored and evaluated and regularly updated;
- ensure the school is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks;

- update the policy at least once a year according to review recommendations and recent local and national guidance and legislation.

All staff at Beechwood School have a responsibility to:

- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency;
- understand the school's medical conditions policy;
- know which young people in their care have a medical condition and know what action to take in the event of a medical emergency;
- allow all young people to have immediate access to their emergency medication;
- maintain effective communication with parents/carers including informing them if their child has been unwell at school;
- ensure all young people with medical conditions are not excluded unnecessarily from activities they wish to take part in, and appropriate adjustments and extra support are provided where necessary;
- ensure pupils have the appropriate medication or food with them during any exercise and are allowed to take it when needed.

Teachers at this school have a responsibility to:

- ensure young people who have been unwell catch up on missed school work;
- be aware that medical conditions can affect a young person's learning and provide extra help when young people need it;
- liaise with parents, Learning Coordinators and Special Educational Needs coordinator if a young person is falling behind with their work because of their condition.

The school nurse at this school has a responsibility to:

- 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 at this school have a responsibility to:

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the school;
- when necessary ensure that an ambulance or other professional medical help is called. Accompany a young person to hospital and stay with them until a parent/carer arrives.

The Special Educational Need Coordinator at this school has the responsibility to:

- help update the school's medical condition policy;
- know which young people have a medical condition and which have special educational needs because of their condition;
- ensure young people who have been unwell, have the required resources and opportunity to catch up on missed schoolwork;
- ensure teachers make the necessary arrangements if a young person needs special consideration or access arrangements in examinations or course work;
- ensure that every pupil with a Healthcare Plan has their plan discussed and reviewed at least once a year;
- seeks permission from the young person and parents before sharing any medical information with any other party;
- ensure key staff have been given training on medical conditions, and on how to administer emergency medication.

3. ADMINISTRATION OF MEDICATION

Beechwood School understands the importance of medication being taken/administered as prescribed. Prescribed medicines should only be brought to school when essential; that is, where it would be detrimental to a child's health if the medicine were not administered during the school day and for which written consent is provided by parents/carers for young people under the age of 16. However, parents/carers are allowed into school to administer medication if they so desire. Exceptions to this are pupils on healthcare plans who have individual medical needs requiring emergency medication to treat specific conditions.

All young people at Beechwood School with medical conditions have easy access to their emergency medication.

Emergency

All young people are encouraged to carry and administer their own emergency medication, when their parents and health specialists determine that they are able to start taking responsibility for their condition. Young people who do not carry and administer their own emergency medication know where their medication is stored and how to access it. Young people who do not carry and administer their own emergency medication and their parents, understand the arrangements for a member of staff to assist in helping them take their medication safely.

General

Beechwood School will only accept medicines that have been prescribed. Medication will need to be in the original container dispensed by a pharmacist, including the young person's name, prescriber's instructions for administration and dosage.

All medication prescribed and non-prescribed, is taken under the supervision of trained staff. Staff managing the administration of medicines and those who administer medicines receive appropriate training. Training is given to all staff members who agree to administer medication to young people, where specific training is needed.

If a young person at Beechwood School refuses their medication, staff record this and follow procedures. Parents are informed as soon as possible.

4. STORAGE OF MEDICATION

- Beechwood School ensures that medication is only accessible to those for whom it is prescribed;
- emergency medication is readily available to young people who require it at all times during the school day or at off-site activities. If the emergency medication is a controlled drug, it is locked away securely;
- all non-emergency medication is kept in a secure place. Young people with medical conditions know where their medication is stored and how to access it;
- most young people at Beechwood School carry their emergency medication on them at all times. Young people keep their own emergency medication securely;

- medication is stored in accordance with instructions, paying particular note to temperature;
- some medication for young people may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labelled. Refrigerators used for the storage of medication are in a secure area;
- all medication is sent home at the end of the school year.

5. SAFE DISPOSAL OF MEDICATION

- parents at this school are asked to collect out-of-date medication;
- if parents do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.

6. RESIDENTIAL VISITS

Parents are provided with a form to complete before an overnight or extended day visit. This form will request up-to-date information about their child's current condition and their overall health. This provides essential and up-to-date information to relevant staff to help the young person to manage their condition while they are away. This includes information about medication not normally taken during school hours.

All relevant forms are taken by staff members on visits and for all out-of-school hours activities where medication is required. These are accompanied with a copy of the young person's Healthcare Plan.

All parents of young people with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.

7. RECORD KEEPING

Beechwood School keeps an accurate record of each occasion a young person is given or supervised taking medication. Details of the supervising staff member, young person,

dose, date and time are recorded. If a young person refuses to have medication administered, this is also recorded and parents are informed as soon as possible.