



Roundwood Park School

SUPPORTING CHILDREN WITH MEDICAL CONDITIONS IN SCHOOLS POLICY

Reviewed: September 2017

Date of next review: September 2019

(Students, Families & Community Committee)

POLICY STATEMENT

Roundwood Park School is an inclusive community that supports and welcomes students with medical conditions and aims to provide such students the same opportunities as others at school.

- The Headteacher is responsible for ensuring this policy is implemented
- The Headteacher/Deputy Headteacher is responsible for ensuring staff receive training
- The Deputy Headteacher/Director of Operations is responsible for ensuring an appropriate level of insurance and liability cover is in place and that any additional resources are provided to meet the medical needs of students
- A copy of this policy is available on the school website

INCLUSION

Roundwood Park School is committed to providing a physical environment that is as accessible as possible to students with medical conditions (including out-of-school visits) and appropriate adjustments and extra support are put in place to facilitate this.

- Roundwood Park ensures the needs of students with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks/lunchtime and before/after school (discos, after school clubs, school productions and day/residential trips, where possible).
- Staff at the school are aware of the potential social problems that students with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the school's anti-bullying and behaviour policies.

- Staff use opportunities such as personal, social and healthcare education (PSHCE) lessons to raise awareness of medical conditions amongst students and to help create a positive social environment.
- Teachers at this school are aware of the potential for students with medical conditions to have special educational needs (SEN). Students with medical conditions who are finding it difficult to keep up with their studies are referred to the SEND coordinator.
- Supply teachers will be briefed, where necessary, about medical conditions of students in their care.
- All reasonable adjustments are made to ensure that all students with medical conditions can participate in as many aspects of school life as possible

IMPLEMENTATION

The school ensures staff are aware of the following

- We have a duty of care to the students and must act like any reasonably prudent parent/carer
- Certain medical conditions are serious and potentially life threatening, particularly if ill-managed or misunderstood
- Medication must be taken as prescribed
- Regular updates are given to staff about common conditions e.g. anaphylaxis and appropriate staff are trained to deal with such conditions [annual epipen training for all staff in September]
- Additional training is provided to designated staff who work with students who have complex health needs
- Social and emotional consequences can be associated with medical conditions
- Conditions can be broadly categorised as follows:
 - Long term conditions which can be life-threatening and for which emergency medication is required but which may be very well managed and presents a low risk day-to-day (e.g. diabetes, anaphylaxis, epilepsy, asthma)
 - Long term conditions which can be life-threatening and are currently unstable or not well-managed
 - Long term conditions which are not immediately life-threatening but which may require periodic absence from school (e.g. Crohn's disease)
 - Short term conditions which may require a one-off extended period of absence from school (e.g. an operation)
 - Other medical conditions which are not life-threatening but may require regular medication (e.g. ADHD)
 - Chronic conditions (e.g. cerebral palsy)

COMMUNICATION AND MANAGEMENT OF MEDICAL CONDITIONS

- Information regarding medical conditions is sought at the point of entry via our **Request for Personal Information** form (coordinated by the Admissions Secretary).
- Parents will subsequently receive a **Data Collection Sheet** annually which shows personal/medical conditions we have on file. Parents are asked to review, update and return these sheets. Up-to-date information is then entered onto the database (heads of year decide on any additional information to be included).
- Since June 2017 parents have been invited to provide medical and emergency contact information via an innovative parent-controlled electronic system. This system allows convenient, secure and immediate feedback of emergency contact and medical information and will integrate into the database. An alternative medical consent sheet is available for parents who opt out of this system.
- The Receptionists are all first aid trained and are responsible for managing the medical room.
- More complex cases will form part of transition arrangements. This responsibility lies with the head of year/SEND coordinator who will draw up a care plan for a student in consultation with relevant health practitioners where the following applies:
 - a. The medical condition is unstable and requires careful monitoring or regular interventions within the school day AND/OR where the medical condition is having a significant impact on their ability to learn effectively/access school AND/OR where the medical condition means school attendance has dropped below 90%.
 - b. Where the medical condition has required an extended period of absence (to support re-integration into school and catch up on work missed). Support from ESTMA (home support) will be sought if the students meets the criteria.
 - c. Where the student has an acute or chronic condition which is considered to be a disability, the head of year/SEND coordinator will draw up a care plan unless an EHCP (Education, Health & Care Plan) is already in place. (see school SEND policy)
- Care plans will be used to:
 - a. Identify the medical condition, its triggers, signs, symptoms and treatments
 - b. Identify how the health condition presents a barrier to learning and what strategies are needed to support the student
 - c. Identify who will provide the support and any training needs
 - d. Clarify arrangements for the administration of medication, emergency procedures and any special arrangements needed

- The Receptionist provides staff with a list of all medication held in school, a list of all epipen users, procedures for emergencies and a list of current first aiders.
- Students who are epipen/inhaler users are instructed to keep possession of their medication at all times. Parents are responsible for the provision of epipens/inhalers and for ensuring they are up to date. The school suggests an additional epipen/inhaler be handed into reception.

MANAGEMENT OF MEDICAL CONDITIONS IN SCHOOL

CHILDREN REQUIRING HOSPITAL TREATMENT

The school has procedures in place which involve clear communication between our staff and the care setting so that a medical form is taken to the emergency care setting with the pupil. On occasions when this is not possible, the relevant form is sent (or the information on it is communicated) to the hospital as soon as possible.

If a student needs to be taken to hospital, an ambulance is called and a member of staff will accompany the student and stay with them until a parent arrives. Roundwood Park School will try to ensure that the staff member will be one the pupil knows. Reception keeps a record of the staff member who has left the premises, an **Accident Report** form is completed by the Receptionist on Solero (Hertfordshire County Council's online reporting record) and key staff are notified.

ADMINISTRATION OF MEDICATION AT SCHOOL

- Roundwood Park School understands the importance of medication being taken as prescribed. In the vast majority of cases, students will be able to administer their own medication during the school day. Medicines will only be administered by the school when it is detrimental to the child's health or school attendance not to do so. The school will hold emergency medication where it is appropriate to do so and other medications on medical advice. It may be appropriate in some cases for students to be supervised when taking medication.
- Staff will only administer medication to a student with parental consent. A **Request for School to Administer Medication** form is completed by parents.
- Whenever a student requires medication which is held in school, full details are noted on the **Medication Administered** form.
- Receptionists are all first aid trained and are responsible for medication held at school. Students are aware of where their medication is held so that they can seek access to them at any time.
- All medication is supplied and stored in their original containers. The designated member of staff, along with the parents/carers of students with medical conditions, ensure all emergency and non-emergency medication brought into school is clearly labelled with the student's name, the name of the medication, prescriber's instructions for administration, dose and frequency and the expiry date of the medication.
- Medication is stored in accordance with the manufacturer's instructions, paying particular note to temperature. All medication is held at reception in a locked cupboard apart from those which need to be refrigerated. All refrigerated

medication is stored in an airtight container and is clearly labelled. The lockable fridge used for the storage of medication is within a defined staffing area.

- It is the parent/carer's responsibility to ensure that the school is provided with an adequate supply of in-date medication at the start of each term together with the appropriate instructions.
- Designated members of staff ensure the correct storage of medication at school. The identified member of staff checks the expiry dates for all medication stored at school each term (i.e. three times a year).
- All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a student taking medication unless they have been specifically contracted to do so or unless the situation is an emergency and falls under their regular duty of care arrangements.
- In some circumstances, medication will only be administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult.
- If a student's medication changes or is discontinued, or the dose or administration method changes, parents/carers are responsible for notifying the school immediately. Parents/carers must provide the school with any guidance regarding the administration of medicines and/or treatment from the GP, clinics or hospital via the **Request for School to Administer Medication** form.
- If a student refuses their medication, staff will record this. Parents/carers will be informed of this non-compliance as soon as possible.
- If a trained member of staff, who is usually responsible for administering medication, is not available the school makes alternative arrangements to provide the service.
- If a student misuses medication, either their own or another student's, their parents/carers are informed as soon as possible. The school will seek medical advice by ringing 999 or 111 if this situation arises. In such circumstances, students will be subject to the school's usual disciplinary procedures.
- Staff will not administer any non-prescribed or over the counter medication during the course of the normal school day (e.g. paracetamol, ibuprofen) unless they are part of wider care plan for a condition and their use has been prescribed by a medical practitioner.

OFF-SITE PROCEDURES

- Trip leaders attending off-site visits are made aware of any students on the visit who have medical conditions. They will be notified about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed. Where the visit includes an overnight stay, any prescription medication should be given to members of staff for safe-keeping, other than epipens or inhalers, which the students must keep with them at all times. If a student attends a trip and is an epipen user, at least one member of staff who is epipen trained will accompany the trip [all staff trained annually in September].
- Parental Consent Forms, completed by parents and updated by them, as necessary, includes a section about administering regular prescription medication and whether the child is able to do this themselves. If they cannot and the parents require staff to administer them, clear instructions must be provided on the Parental Consent Form.

- Staff may consent to supervise the administration of non-prescription medicine on residential school visits if the student is unable to do so on their own. Again, there must be a written parental request to administer the medication and clear guidance given to staff for recurring 'over the counter' medications (e.g. hayfever tablets).
- Risk assessments are carried out by Roundwood Park School prior to any out-of-school visit or off-site provision to ensure that the placement is suitable, including travel to and from the venue. Parents/carers of students with medical conditions, requiring additional attention from staff, are requested to return (and keep up to date) Individual Risk assessments. Feedback from these assessments will be considered during this risk assessment process. This may include
 - access to the activities proposed
 - how routine and emergency medications will be stored
 - access to emergency help (i.e. hospital/doctors)
 - Any additional medication or equipment required to be considered
 - Permission is sought from the student and their parents/carers before any medical information is shared with an employer (work experience) or other education provider.
 - Where necessary, parents are required to provide 'Fit to Travel' declarations from their doctor

This school works in partnership with all interested and relevant parties including the school's governing body, school staff, and community healthcare professionals and any relevant emergency practitioners to ensure the policy is planned, implemented and maintained successfully.

This policy should be read in conjunction with:

The SEND Policy

The Single Equalities Scheme