



Woodrush High School

An Academy for Students Aged 11-18

Supporting Students with Medical Needs



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1. Introduction

This policy is written in line with the statutory requirements set out in Section 100, Children and Families Act 2014 and the government's statutory and non-statutory guidance as set out in Supporting Pupils at school with Medical Conditions.

2. Aims

2.1 Our aim is to ensure that all pupils in Woodrush High School are properly supported so that they can play a full and active role in Academy life, remain healthy and achieve their academic potential. Our provision will be responsive to the variable demands of an individual's medical condition.

2.2 This policy:

- sets out a clear policy and procedures which provide a sound basis for ensuring that all pupils with medical conditions receive proper care and support whilst at the Academy
- sets out the necessary safety measures to support pupils with medical conditions (including long-term and/or complex needs) (Appendix G)
- sets out the necessary safe measures to support pupils with temporary conditions or short term injuries (Appendix F)
- defines individual responsibilities for pupils' safety
- explains the procedures to ensure the safe management and administration of medicines

In making, reviewing and implementing this policy the Academy has had regard to its Equal Opportunities Policies and in particular to the needs of pupils with disabilities. This policy also links with the Academy's disability access plan and the SEN Information Report and SEN Policy.

3. Roles and Responsibilities

3.1 Headteacher

The Headteacher has overall responsibility for all policies and procedures including those relating to supporting pupils in the Academy with medical conditions.

The Academy's designated contact responsible for ensuring support for pupils with medical needs is the Lead First Aider. The Lead First Aider is responsible for facilitating communication with all parties and ensuring that the Academy is meeting the needs of all those identified.

The Academy's general responsibilities include:

- Maintaining an up to date list of all pupils with medical conditions and emergency contact details
- Ensuring all staff are aware of the policy for supporting pupils with medical conditions and understand their role in its implementation
- Notifying all staff who need to know of an individual child's medical condition
- Ensuring all staff are aware of the up to date medical situation of individual pupils
- Ensuring there are sufficient trained numbers of staff available to implement the policy and deliver against all individual healthcare plans, including in contingency and emergency situations (A first aid certificate does not constitute appropriate training in supporting children with medical conditions)
- Informing the Headteacher if recruitment of additional and appropriate member(s) of staff is necessary
- Provide ongoing monitoring of the pupil's individual situation and needs whilst in Academy
- Developing appropriate individual healthcare plans and emergency plans
- Ensuring contact arrangements for the Academy nursing service are in place
- Ensuring that first aid and medical advice is available in the Academy
- Arranging briefing for staff on first aid and medical arrangements



- Ensuring that arrangements are in place for safeguarding pupils during off site activities
- Ensuring that all parents are aware of the Academy's policy and Procedures for dealing with medical needs
- Reporting annually to the governing body on the working of this policy

In the absence of the lead first aider, the Headteacher is responsible for trained staff giving prescribed medication during the Academy day.

3.2 Academy staff

No members of staff are obliged to give, or oversee the giving of, medication to pupils. Only Academy staff who are authorised and trained in the giving of medication are authorised to give or oversee the taking of, medication. Any staff responsible for the administering of medication will receive training to do so.

All staff are responsible for:

- knowing the arrangements and following the Academy's procedures
- knowing how to call for help in an emergency
- Reporting any problems to Lead First Aider or Headteacher or Business Director

Academy staff will not administer medicines prescribed by a qualified medical practitioner or nurse consultant unless they have received the appropriate training. The Academy will **never** accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

The Academy arrangements for administering medication are in line with the government guidance in *Supporting Pupils in Academy with Medical Conditions*.

3.3 The Business Manager responsible for Health and Safety

The BM is responsible for:

- Putting appropriate arrangements in place in consultation with the nurse/nominated person
- Arranging regular reports from the nurse or lead first aider to oversee the taking of medication by pupils and/or administration of medicines to pupils
- Ensuring suitability of the procedures
- Implementing a system for keeping staff up to date with information and names of pupils who need access to medication
- Ensuring annually that all staff know how to call for help in an emergency
- Reporting on progress to the Headteacher
- Ensuring risk assessment for school visits, holidays and other school activities outside of the normal timetable take account of students with medical needs

3.4 First Aiders

The Academy Lead First Aiders/First Aiders are responsible for:

- Collating information provided by parents
- Administering all prescribed medication
- Administering any non-prescription medication
- ensuring safe storage;
- Distribution and collating of individual health plans
- In conjunction with parents/carers to contact condition specialists to ensure healthcare plans are ratified
- Monitoring of individual healthcare plans



- Ensuring parents/carers aware that any change to medical conditions must be reported to the school immediately
- Providing Academy staff with guidance and training for staff and volunteers on medical conditions and how they may affect the education of individual pupils; and
- Reporting regularly to the Headteachers PA and Business Director

The Academy nurse could be involved together with parents/carers and medical advisers in the formulation of individual healthcare plans. In conjunction with the local NHS Trust and the Headteacher, the Academy First Aider, if appointed will be involved in advising/providing support for staff training on medical issues.

3.5 SENCO

The Academy SENCO is responsible for:

- Ensuring that any adjustments to accommodation or the curriculum is made
- Notifying all staff who need to know of an individual child's medical condition

3.6 Trip Leader

The Trip Leader is responsible for:

- Request medical condition report from student information officer prior to trip to confirm any medical needs that may be required
- Ensure there is an appropriate amount of first aid trained staff attending the trip
- Ensure that parents are aware that medication must be brought by the student and failure to do so may mean the student cannot attend the offsite activity

3.7 Parents/Carers

Parents/carers are key partners and should be involved in the development or review of their child's individual healthcare plan, and may be involved in its drafting. As part of the process in developing the healthcare plan, parents/carers should involve all relevant medical practitioners that their child is linked with. Input from a healthcare professional must be provided and all healthcare plans must be ratified by the relevant healthcare specialist. The Academy and School Nurse can support parent/carers with this process.

Parents/Carers are responsible for making sure that their child is well enough to attend the Academy.

Normally any prescribed medication should be administered at home. The Academy accepts, however, that it may be necessary for some medication to be administered during Academy hours especially where it would be detrimental to a child's health if medicine were not administered during the Academy day.

The Academy will request information concerning details of all pupils' medical conditions and care; however, parents/carers should provide the Academy with sufficient information about their child's medical condition and treatment or special care needed during the Academy day. Parents/Carers should ensure that these details are kept up to date.

Parents are responsible for ensuring that any medicines that need to be administered during the Academy day are prescribed by a qualified medical practitioner, a doctor, dentist or nurse consultant. The medication must also be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration.

No student under 16 will be given prescription or non-prescription medicines without their parent/carer's written consent – except in exceptional circumstances where the medicine has been prescribed to the student without the knowledge of the parent in conjunction with the Academy Safeguarding Policy.



3.7 Student role

Students will be best placed to provide information about how their condition affects them. They should be fully involved in discussions about their medical needs and contribute as much as possible to the development of, and comply with, their individual healthcare plan.

After discussion with parents/carers, students who are competent should be encouraged to take responsibility for managing their own medicines and procedures. This should be reflected within individual healthcare plans.

If a student refuses to take medicine or carry out a necessary procedure, staff should not force them to do so, but follow the procedure agreed in the individual healthcare plan. Parents/carers should be informed so that alternative options can be considered.

4. Notification Procedure

When the Academy is notified that a pupil has a medical condition that requires support in school, the Lead First Aider will inform the Health and Safety Manager, SENCO and Head of Year. Following this, the Academy will arrange a meeting with parents/carers, relevant healthcare professional if appropriate and the pupil if appropriate with a view to discussing the necessity of an individual healthcare plan.

The Academy does not wait for a formal diagnosis before providing support to pupils. Where a pupil's medical condition is unclear, or where there is a difference of opinion concerning what support is required, a judgement is made by the Headteacher based on all evidence.

The Governing Body should ensure that individual healthcare plans are reviewed annually, or earlier if evidence is presented that the student's needs have changed.

The Academy, healthcare professional and parent/carer should agree, based on evidence, when a healthcare plan would be inappropriate or disproportionate.

5. Specific Medical Issues

The Academy welcomes all pupils and encourages them to participate fully in all Academy activities.

The Academy routinely and regularly advises staff on the practical aspects of the management in Academy of:

- asthma attacks
- diabetes
- epilepsy
- an anaphylactic reaction

Further detailed information is contained in the appendices to this document.

The Academy will keep a record of all pupils who may require such treatment.

The Academy expects all parents whose children may require such treatment to ensure that appropriate medication has been lodged with the Academy together with clear guidance from the prescriber on the usage of the medication. The medication **must** be provided in the container as dispensed.

5.1 Inhalers

Students with Asthas are expected to keep their inhalers on them at all times. There are spare inhalers kept in the medical room in case of emergency and are part of offsite first aid boxes.

5.2 Insulin



Students who require insulin are expected to keep it with them at all times and to provide a spare to the medical room in case of an emergency.

5.3 Epi Pen

Students who require an Epi Pen are expected to keep it with them at all times and to provide a spare to the medical room in case of an emergency. The Academy keeps a small supply of popular Epi Pens on site in case of an emergency.

7. Complaints

Should parents/carers or students be dissatisfied with the support provided they should discuss their concerns directly with the school. If for whatever reason this does not resolve the issue, they may make a formal complaint via the Academy's complaint procedure.

8. Monitoring and Review

The Headteacher in conjunction with the Lead First Aider or Business Director will determine the monitoring and review arrangements in the Academy.

The Academy operations team will liaise with the external health and safety advisor consider the working of the policy and make any relevant recommendations to the Headteacher via the HSM.

The Headteacher will report on the management and progress of the policy to the governing body annually. The Academy health and safety committee will review the policy at least every three years, or when it considers it appropriate.



Appendix A Policy on Responding to Asthma

Academy staff are not required to administer asthma medicines to pupils (except in an emergency), but where staff are happy to administer asthma medicines the Academy will ensure that they are covered by insurance and receive any necessary training.

All staff should understand that immediate access to reliever medicines (usually inhalers) is essential. Pupils with asthma are encouraged to carry their own inhalers as soon as the parent/carer, doctor or asthma nurse agrees that they are mature enough.

This policy sets out the Academy's response to the problems posed by asthma, taking into account its responsibility for ensuring as far as is reasonably practicable the health and safety of employees and pupils.

1. Aims

The policy sets out the system for ensuring that:

- staff and pupils with asthma are known
- appropriate training is given to staff and pupils
- all staff know their roles in ensuring that asthma attacks are dealt with quickly and effectively
- governors, staff, pupils and parents know what the system is and the part they have to play

2. Responsibilities

2.1 The Headteacher is responsible for:

- ensuring that a system is in place and is properly managed and reviewed
- ensuring that a system is in place for recording asthma sufferers
- ensuring that a system is in place for training staff
- reporting annually to the Academy council on any incidents and the general working of the system

2.2 The Health and Safety Manager/Lead First Aider is responsible for:

- The management of the system
- Ensuring that pupils with asthma are known and records are kept appropriately
- Ensuring that appropriate training is given
- Obtaining and circulating appropriate guidance
- Ordering supplies of the Asthma UK Academy Asthma Cards
- Ensure that the Asthma UK procedure in the event of an asthma attack is visibly displayed in the staffroom
- Ensuring annually that all staff know how to call for help in an emergency
- Reviewing the system periodically
- Ensuring that appropriate storage for medicines is provided, where necessary
- Liaising with medical staff as necessary
- Communicating with teaching and support staff, and parents
- Reporting to the Headteacher

2.3 All staff:

- Know which of their pupils is on the asthma register
- Allow pupils to take their own medicines when they need to
- Know what to do in the event of an asthma attack in Academy



- Know which of their pupils is on the asthma register
- Allow pupils to take their own medicines when they need to
- Know what to do in the event of an asthma attack in Academy
- Know how to call for help in an emergency
- Where appropriate, store in their classroom a spare inhaler in case the pupil's own inhaler runs out or is lost
- Make a note (and inform parents/First aider /asthma nurse - as agreed and set out in Academy policy) when a pupil has had to use the inhaler

2.4 Parents/carers

- Providing the Academy with a spare reliever labelled with the pupil's name by the parent/carer;
- Completing and returning to the Academy the asthma card

2.5 All pupils will:

- Be told about asthma and encouraged to be sympathetic to fellow pupils with asthma

3. Record keeping

Parents will be asked to complete a medical questionnaire at the beginning of the Academy year. This will include asthma.

All pupils with asthma will then be sent an Asthma UK Academy Asthma Card for parents to complete. The card must then be returned to the Academy.

The names of pupils with asthma will be kept on the Academy register maintained by the HSM/ First aider/designated member of staff

The HSM Academy nurse/designated member of staff will ensure that parents/carers are requested annually to update the Asthma Card, or supply a new one if the pupil's medicines, or the dosage, change.

4. PE and Games

Taking part in PE activities is an essential part of Academy life for all pupils including those with asthma. They will be encouraged to take a full part in PE activities.

All PE staff will know who has asthma from the Academy's asthma register. Before each lesson PE staff will remind pupils whose asthma is triggered by exercise to take their reliever inhalers, and to warm up and down before and after the lesson.

The same applies to class teachers (and where relevant support staff) where other lessons (e.g. drama) might involve physical activity.

5. Academy environment

The Academy will do all it can to make the environment favourable to pupils with asthma. There is also a rigorous no smoking policy. The Academy will as far as possible not use chemicals on the main school site in the Academy that are potential triggers for asthma.

Pupils with asthma will be told to leave the teaching area and to go to a designated area if particular fumes trigger asthma.



6. Dealing with the effects of asthma

When it is known that a pupil has to miss a lot of Academy time or is always tired through the effects of asthma, or the asthma disturbs their sleep at night, the pupil's teacher will talk to parents/carers to determine how best to ensure that the pupil does not fall behind.

If appropriate the teacher will also talk to the First aider or SEN co-ordinator about the pupil's needs.

In the event of an asthma attack the Academy will follow the procedure outlined by Asthma UK in its Academy Asthma Pack.

Guidance

The Academy Asthma Pack – Asthma UK
Asthma Awareness for Academy Staff
Asthma Resources for Pupils

Order your free Asthma Attack Card from Asthma UK.

<http://www.asthma.org.uk/about-asthma/what-to-do-in-an-asthma-attack/asthma-attackcard/>

Monitoring and review

Staff will report incidents of asthma to the HSM/Academy nurse/designated member of staff

The HSM/Academy nurse/designated member of staff will keep a record of attacks and report to the Headteacher.

The Headteacher will report annually to the governing body as an integral; part of the report on the supporting pupils in Academy with medical conditions

The policy will be reviewed every two years or more frequently if necessary.



Healthcare Plan - For pupils with medical conditions at school

Date form completed:

Date for review: _____

Copies held by: _____



1. Pupil's information

Name of School:

Name of pupil:

Date of birth:

Class/form:

Male Female

Member of staff responsible for Home/School communication:

2. Contact information

Pupil's address:

Postcode:

Family Contact 1

Name:

Phone (day):

Mobile:

Phone (evening):

Relationship with child:

Family Contact 2

Name:

Phone (day):

Mobile:

Phone (evening):

Relationship with child:

GP

Name:

Surgery:

Phone:

Specialist Contact

Name:

Hospital/ Surgery:

Phone:



3. Details of pupil's medical conditions

Signs and symptoms of this pupil's condition:

Triggers or things that make this pupil's condition/s worse:

4. Routine healthcare requirements

(For example, dietary, therapy, nursing needs or before physical activity)

During school hours:

Outside school hours:

5. What to do in an emergency



6. Regular medication taken during school hours

Medication 1

Name/type of medication (as described on the container):

NB: Medicines must be in the original container as dispensed by the Pharmacy.

Dose and method of administration (the amount taken and how the medication is taken, e.g. tablets, inhaler, injection)

When it is taken (time of day)? Are there any side effects that could affect this pupil at School?

Are there any contra-indications (signs when this medication **should not** be given)?

Are there any side effects that the Academy should be aware of?

Self-administration: can the pupil administer the medication themselves?

Yes No Yes, with supervision by:

Staff member's name

Medication 1 expiry date:



Medication 2

Name/type of medication (as described on the container):

Dose and method of administration (the amount taken and how the medication is taken, e.g. tablets, inhaler, injection)

When it is taken (time of day)? Are there any side effects that could affect this pupil at School?

Are there any contra-indications (signs when this medication **should not** be given)?

Self-administration: can the pupil administer the medication themselves?

Yes No Yes, with supervision by:

Staff member's name

Medication 2 expiry date:



7. Emergency medication (please complete even if it is the same as regular medication)

Name/type of medication (as described on the container):

Describe what signs or symptoms indicate an emergency for this pupil

Dose and method of administration (how the medication is taken and the amount) Are there any contra-indications (signs when medication should not be given)? Are there any side effects that the School needs to know about?

Self-administration: can the pupil administer the medication themselves?

Yes No Yes, with supervision by:

Staff members name

Is there any other follow-up care necessary?

Who should be notified?

Parents Specialist GP



8. Regular medication taken outside of school hours (for background information and to inform planning for residential trips)

Name/type of medication (as described on the container):

Are there any side effects that the School needs to know about that could affect school activities?

9. Members of staff trained to administer medications for this pupil

Regular medication:

Emergency medication:

10. Specialist education arrangements required (e.g. activities to be avoided, special educational needs)

11. Any specialist arrangements required for off-site activities (please note the School will send parents a separate form prior to each residential visit/off-site activity)

12. Any other information relating to the pupil's healthcare in school?

Parental and pupil agreement

I agree that the medical information contained in this plan may be shared with individuals involved with my/my child's care and education (this includes emergency services). I understand that I must notify the School of any changes in writing

Signed: _____ Date: _____
Pupil Print name:

Signed: _____ Date: _____
Parent (if pupil is below the age of 16)

Parent Print name:

Healthcare professional agreement

I agree that the information is accurate and up to date.

Signed: _____ Date: _____
Print name: _____ Job title: _____

Permission for emergency medication

- I agree that my child can be administered their medication by a member of staff in an emergency
- I agree that my child **cannot** keep their medication with them and the School will make the necessary medication storage arrangements
- I agree that my child **can** keep their medication with them for use when necessary

Name of medication carried by pupil: _____ Signed: _____ Date _____
Parent/guardian (or pupil if above age of legal capacity)

Headteacher agreement

It is agreed that (name of child):

- Will** receive the above listed medication at the above listed time (see part 6).
- Will** receive the above listed medication in an emergency (see part 7).

This arrangement will continue until _____ (either end date of course of medication or until instructed by the pupil's parents).

Signature of Headteacher: _____ Date: _____

Appendix D - Contacting the Emergency Services

Request an ambulance - dial 999, ask for an ambulance and be ready with the information below.

Speak clearly and slowly and be ready to repeat information if asked.

1. Your telephone number **01564823777**
2. Your name
3. Your location as follows **Woodrush High School. Shawhurst Lane, Wythall, B47 5JW**
State what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
4. Provide the exact location of the patient within the school setting
5. Provide the name of the child and a brief description of their symptoms
6. Inform Ambulance Control of the best entrance to use and state that the crew will be met and taken to the patient
7. Inform site team of ambulance arriving on site

Appendix E Model letter inviting parents to contribute to individual health care plan
Dear

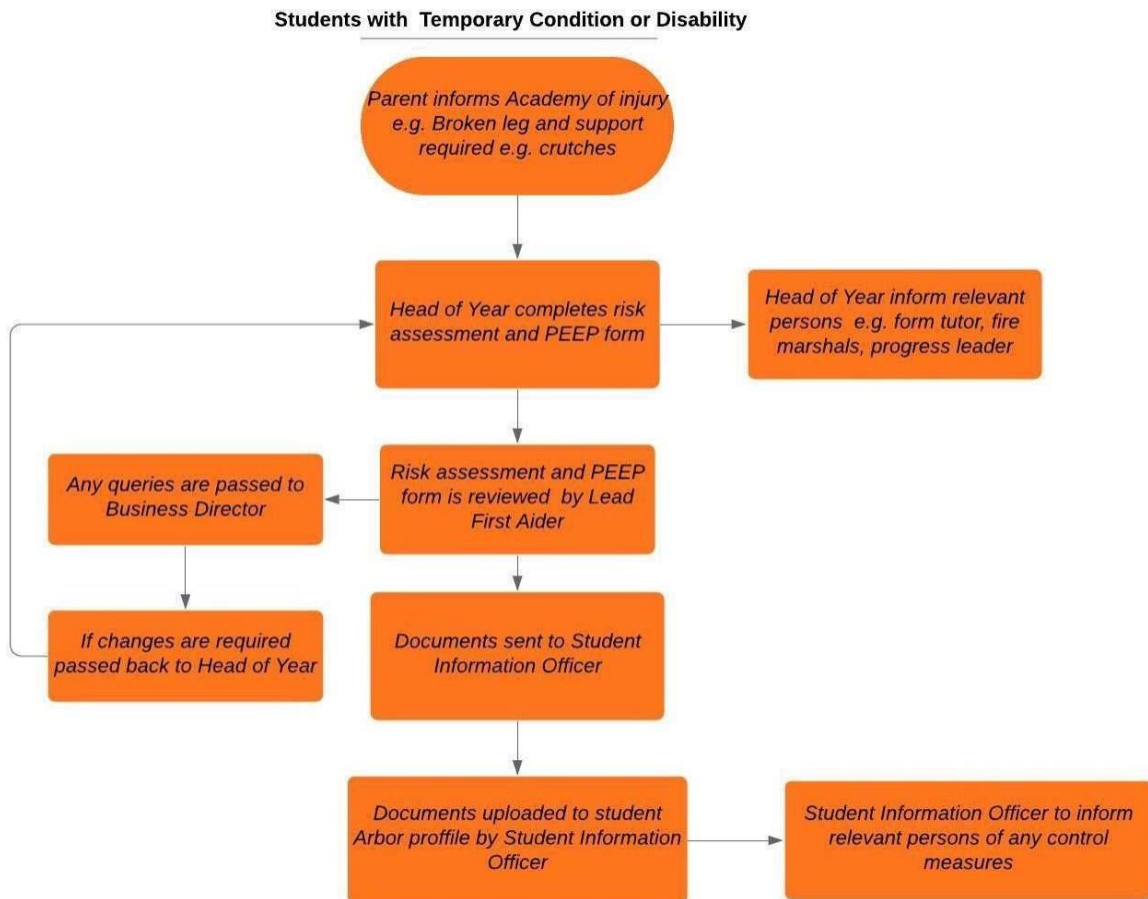
Update of Healthcare plan for your child

Please find enclosed an updated blank version of our Healthcare Plan for Students.

We require you to complete the enclosed Healthcare Plan and return this to us at your earliest convenience. You will note that we now require you to get the Healthcare plan signed by your child's healthcare professional. Should you have any queries please do not hesitate to contact Julie Locke on 01564 823777.

Healthcare plans are extremely important for us to ensure your child remains safe whilst they are at School and therefore, we would be grateful if you could return this to us as soon as possible. Please return all completed plans to Julie Locke in Student Services.

Appendix F – Process for managing Students with Temporary Condition or Disability



Appendix G – Process for managing students with medical needs

