

# BENNETT MEMORIAL DIOCESAN SCHOOL

## Supporting students with Medical Conditions Policy

Bennett is a Church of England school where the principal aim is to provide a Christian framework for learning and development. In this context all students are treated with respect, and the safety and the well-being of each individual student in the school's care are of prime importance. This policy sets out the school's procedures for managing and supporting students with medical conditions in school.

This policy has been developed in line with the Department for Education's guidance released in September 2014 – "Supporting pupils at school with medical conditions".

Ofsted places a clear emphasis on meeting the needs of pupils with SEN and Disabilities and this includes children with medical conditions.

### 1 Key Roles & Responsibilities

1.1 The Local Authority (LA) is responsible for:

- 1.1.1 promoting cooperation between relevant partners and stakeholders regarding supporting pupils with medical conditions.
- 1.1.2 Providing support, advice and guidance to schools and their staff.
- 1.1.3 Making alternative arrangements for the education of students who need to be out of school for fifteen days or more due to a medical condition.

1.2 The Governing Body is responsible for:

- 1.2.1 The overall implementation of the Supporting students with Medical Conditions Policy and procedures of Bennett Memorial Diocesan School.
- 1.2.2 Ensuring that the Supporting students with Medical Conditions Policy, does not discriminate on any grounds including, but not limited to: ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- 1.2.3 Handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 1.2.4 Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
- 1.2.5 Ensuring that relevant training provided by the LA is delivered to staff members who take on responsibility to support children with medical conditions.
- 1.2.6 Guaranteeing that information and teaching support materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy.
- 1.2.7 Ensuring the level of insurance in place reflects the level of risk.

1.3 The Head Teacher is responsible for:

- 1.3.1 Ensuring a sufficient number of trained members of staff are available to implement the policy and deliver Individual Healthcare Plans (IHCPs) in normal, contingency and emergency situations.

- 1.3.2 If necessary, facilitating the recruitment of a member of staff for the purpose of delivering the promises made in this policy.
  - 1.3.3 Ensuring the correct level of insurance is in place for teachers who support students in line with this policy.
  - 1.3.4 Making staff aware of this policy.
- 1.4 Bennett's School Nurse is responsible for:
- 1.4.1 Ensuring this policy is developed effectively with partner agencies.
  - 1.4.2 Keeping records of all medicines administered.
  - 1.4.3 Liaising with healthcare professionals regarding the training required for staff.
  - 1.4.4 Making the staff aware of a child's medical condition/needs, as required
  - 1.4.5 Developing Healthcare Plans. (Appendix 1)
  - 1.4.6 The day-to-day implementation of this policy and management of supporting students with medical conditions
  - 1.4.7 The Bennett School Nurse has overall responsible for administering medications and injections, where necessary.
  - 1.4.8 following a competency assessment by the School Nurse, it can be decided if the student is suitably mature and responsible to carry their own medication. Potential risks to other students also have to be considered.
- 1.5 Staff members are responsible for:
- 1.5.1 Taking appropriate steps to support children with medical conditions.
  - 1.5.2 Where necessary, making reasonable adjustments to include students with medical conditions into lessons.
  - 1.5.3 Undertaking training to achieve the necessary competency for supporting students with medical conditions
  - 1.5.4 Administering medication (if they have agreed to undertake that responsibility and are trained and competent)
  - 1.5.5 Familiarising themselves with procedures detailing how to respond when they become aware that a student has a medical condition and needs help.
- 1.6 Community Health Professionals are responsible for:
- 1.6.1 Notifying the school when a child has been identified with requiring support in school due to a medical condition.
  - 1.6.2 Working collaboratively with health professional in the community
  - 1.6.3 Offering support and advice to the school staff
  - 1.6.4 Specialist local health teams will provide support for children with particular conditions (eg asthma, diabetes, epilepsy) and liaise with Bennett's School Nurse
- 1.7 Parents and carers are responsible for:
- 1.7.1 Keeping the school informed about any changes to their child/children's health.
  - 1.7.2 Completing a parental agreement for school to administer medicine form (Appendix 2) before bringing medication into school.

- 1.7.3 Providing the school with the medication their child requires and replacing it when it expires
  - 1.7.4 Discussing medications with their child/children prior to requesting that the School Nurse administers the medication.
  - 1.7.5 Where necessary, developing a Healthcare Plan for their child in collaboration with the School Nurse, other staff members and healthcare professionals.
- 1.8 The role of the child:
- 1.8.1 Children who are competent will be encouraged to take responsibility for managing their own medicines and procedures
  - 1.8.2 If following a competency assessment by the School Nurse, it is decided that the student is suitably mature and responsible, and that any potential risks to other students have been considered, it is acceptable for them to manage their own medication and carry one dose

## **2 Definitions**

- 2.1 "Medication" is defined as any prescribed or over the counter medicine.
- 2.2 "Prescription medication" is defined as any drug or device prescribed by a doctor.
- 2.3 A "staff member" is defined as any member of staff employed at Bennett Memorial Diocesan School, including teachers.

## **3 Training of staff**

- 3.1 Any member of school staff providing support to a pupil with a medical condition will be suitably trained. This would have been identified during the development and review of the student healthcare plans.
- 3.2 Some staff may already have previous knowledge and training for specific medical conditions and the support needed
- 3.3 Staff who provide support to students with medical conditions will be included in meetings, when appropriate
- 3.4 Training will be sufficient to ensure that staff are competent and have confidence in their ability to support students with medical conditions, and to fulfil the requirements as set out in healthcare plans.
- 3.5 Staff will have an understanding of the specific medical conditions they are being asked to deal with, their implications and preventative measures.
- 3.6 Staff will not give prescription medicines or undertake healthcare procedures without appropriate training and guidance
- 3.7 A first-aid certificate alone does not constitute appropriate training in supporting children with medical conditions.
- 3.8 Medications can be administered by trained and competent staff members, with parental permission, at the discretion of the School Nurse. If the School Nurse is unavailable, the qualified staff members, with OPUS training, can administer emergency medications
- 3.9 The School Nurse will keep staff competency records on file and ensure training is kept up to date.

- 3.10 All staff awareness training will be provided so that all staff are aware of the school's policy for supporting students with medical conditions and their role in implementing that policy.
- 3.11 New staff should be made aware of all health policies and procedures.
- 3.12 New staff should familiarise themselves with the medical and first aid handbook
- 3.13 The School Nurse will be able to advise on training that will help ensure that all medical conditions affecting students in the school are understood fully. This includes preventative and emergency measures so that staff can recognise and act quickly when a problem occurs.
- 3.14 The family of a child will often be key in providing relevant information to school about how their child's needs can be met, and parents should be asked for their views. They should provide specific advice, but should not be the sole trainer.
- 3.15 Teachers and support staff will receive regular and ongoing training as part of their development.

## **5. Healthcare Plans (HCP)**

- 5.1 Where necessary, a Healthcare Plan will be developed in collaboration with the student, parents/carers, relevant school staff and medical professionals
- 5.2 HCPs will be easily accessible whilst preserving confidentiality.
- 5.3 HCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- 5.4 Where a student has an Education, Health and Care plan or special need or EHCP, the HCP will be linked to it or become part of it.
- 5.5 Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with the LA and education provider to ensure that the HCP identifies the support the child needs to reintegrate.

## **6. Medicines**

- 6.1 Please refer to the separate policy for the Administration of Medicines in school.

## **7. Emergencies**

7.1 Where a Healthcare Plan (HCP) is in place, it should detail:

7.1.1 What constitutes an emergency

7.1.2 What to do in an emergency.

- 7.2 Students will be informed in general terms of what to do in an emergency such as telling as teacher.
- 7.3 If a student needs to be taken to hospital please follow the following procedure:
  - Request an ambulance – dial 999 and be ready with the information below. Speak slowly and clearly and be ready to repeat information if asked.
  - The school's telephone number: 01892 521595
  - Your name
  - Your location: (School address) Bennett Memorial Diocesan School, Culverden Down, Tunbridge Wells. Kent. TN4 9SH
  - Provide the exact location of the patient within the school
  - Provide the name of the child and a brief description of their symptoms

- Inform ambulance control of the best entrance to use and state that the crew will be met and taken to the patient
- Ask Site staff to open relevant gates for entry.
- Contact the parents to inform them of the situation, once given permission to do so.
- A member of staff should stay with the student until the parent/carer arrives. If a parent/carer does not arrive before the student is transported to hospital, a member of staff should accompany the child in the ambulance.

## **8. Avoiding unacceptable practice**

8.1 Bennett Memorial Diocesan School understands that the following behaviour is unacceptable:

- 8.1.1 Assuming that students with the same condition require the same treatment.
- 8.1.2 Ignoring the views of the student and/or their parents
- 8.1.3 Ignoring medical evidence or opinion.
- 8.1.4 Sending students home frequently or preventing them from taking part in activities at school
- 8.1.5 Sending the student to the medical room or school office alone if they become ill.
- 8.1.6 Penalising students with medical conditions for their attendance record where the absences relate to their condition.
- 8.1.7 Making parents feel obliged or forcing parents to attend school to administer medication or provide medical support, including toilet issues.
- 8.1.8 Creating barriers to children participating in school life, including school trips.
- 8.1.9 Refusing to allow students to eat, drink or use the toilet when they need to in order to manage their condition.

## **9. Insurance**

- 9.1 Teachers who undertake responsibilities within this policy are covered by the school's insurance.
- 9.2 Full written insurance policy documents are available to be viewed by members of staff who are providing support to students with medical conditions. Those who wish
- 9.3 To see the documents should contact the Business Manager.

## **11. Complaints**

- 11.1 The details of how to make a complaint can be found in the Complaints Policy

## Parental Agreement For School to Administer Student's Medication

Date for review to be initiated by	School Nurse
Name of school/setting	Bennett Memorial Diocesan School
Name of child	
Date of birth	
Tutor Group	
Medical condition or illness	

### Medicine

Name/type of medicine <i>(as described on the container)</i>	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that the schools needs to know about?	
Self-administration – y/n	
First dose given at home?	YES / NO

**NB: Medicines must be in the original container as dispensed by the pharmacy**

### Contact Details

Name		
Telephone Number & Email		
Relationship to child		
Address		
I understand that the medicine must be delivered to the school nurse as soon as it arrives in school, either by myself or the student.		

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.

# Individual Healthcare Plan

For Students with a Medical Condition



Student's Name  
 Year/Guild  
 Date of Birth  
 Students Primary Address  
  
 Medical Diagnosis or Condition  
 Known Allergies  
 Date Healthcare Plan Completed


### Family Contact Information

Name of Emergency Contact 1  
 Contacts Phone Numbers  
 Relationship to student

<i>Home:</i>	<i>Mobile:</i>

Name of Emergency Contact 2  
 Contacts Phone Numbers  
 Relationship to student

<i>Home:</i>	<i>Mobile:</i>

### G.P's Contact Details

GP Name  
 Phone number  
 Email Address  
 First Line of Address


### Health Professionals Contact Details

Name:  
 Role:  
 Phone Number:  
 Email Address  
 First Line of Address


Additional Contacts Details:

**Condition Information** *Details of child's symptoms, triggers, signs, treatments etc*

**Condition 1:** \_\_\_\_\_  
\_\_\_\_\_

*Symptoms:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Triggers/things that make it worse:*  
\_\_\_\_\_  
\_\_\_\_\_

*What action must be taken? Treatment, medication, therapeutic treatment, care and support:*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Condition 2:** \_\_\_\_\_  
\_\_\_\_\_

*Symptoms:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Triggers/things that make it worse:*  
\_\_\_\_\_  
\_\_\_\_\_

*What action must be taken? Treatment, medication, therapeutic treatment, care and support:*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Care & Support

Routine/Daily Medicine(s) at Home:

<i>Name of Medicine:</i>	<i>Dose:</i>	<i>Time to be given:</i>

Emergency Medications to be given at School: *what drug, when to give, dose & method of administration*

<i>Name of Medicine:</i>	<i>Dose:</i>	<i>Time to be given:</i>	<i>Method:</i>

Are there any physical restrictions caused by the medical condition(s)?

*i.e physical activity/triggers in school*

Specific support or equipment required in school *(for medical, learning, emotional needs)*

Activities that require special precautions, management and risk assessment considerations

Arrangement for school trips/excursions

Additional information

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**This plan has been agreed by:**

*Staff Members:*

Name:	Role:

*Parent/Guardian:*

Name:	Signature:
Relationship:	Contact number:

*Student:*

Name:	Signature:
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## Bennett Memorial Diocesan School

### Permission to Administer 'Over the Counter' Medication

**Student Name**

**Known Allergies/Sensitivities**

**I/we give permission for the following medication to be administered by the School Nurse**

**Signature.....Date:.....**

*(please tick appropriate box)*

	YES	NO
<b>Paracetamol / Calpol</b> (for headache, period pain, joint pain, muscular pain, fever and ear ache)		
<b>Anti-Histamine Tablet</b> (for allergies, sickness related to a reaction)		
<b>Calamine Lotion</b> (for nettle rash, insect stings, generalised itching)		
<b>Germoline Cream</b> (antiseptic cream)		
<b>Medicated Dressings</b> (eg iodine / vaseline impregnated gauze)		
<b>Strepsils</b> (for sore throats)		
<b>Rennie Chewable Tabs</b> (indigestion, over 12yrs old)		
<b>Savlon Cream</b> (for minor burns, cleanses wounds and abrasions)		
<b>Anthisan Cream</b> (bite cream for insect stings and bites)		

**Ibuprofen (Brand name: Nurofen)**

*We do not administer this medication routinely, however, if you feel your child would benefit from having this medication to help manage pain/injury following other treatment methods (Paracetamol, ice pack/heat pack),*

**Please provide additional consent by signature here.....**

**I confirm that he/she has had these medications before with no adverse**

**Signature:.....Date:.....**