



Supporting Pupils at School with Medical Conditions Policy

This policy applies to all pupils and staff of Abbot's Hill, including EYFS

Key people

The school's Medical Officer is Dr A Shipley-Rowe, MBCHB.
Fernville Surgery in Midland Road, Hemel Hempstead
01442 213919

School Surgery:
External Number: 01442 839120 Ext 220/7007
Mobile: 07952 862588
ahsnurses@abbotshill.herts.sch.uk

1. Roles and Responsibilities

- 1.1 The Deputy Head Pastoral has management accountability for the implementation of this policy:
- Ensuring that this policy is reviewed regularly and updated if necessary.
 - Ensuring that all pupils with medical conditions are able to participate fully in all aspects of school life.
 - Ensuring that any relevant training needed is delivered to staff members who take on responsibility to support children with medical conditions.
 - Guaranteeing that information and teaching materials regarding supporting pupils with medical conditions are available to members of staff with responsibilities under this policy
 - Ensuring records of any and all medicines administered to individual pupils and across the school population are kept.
 - 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, and ensuring that only competent staff carry out administration of medicines in accordance with this policy.
 - Ensuring that this Policy is compliant with the school's duties under the Equality Act.
 - Ensuring the level of insurance in place reflects the level of risk.
- 1.2 The School Nurse has management responsibility for the day to day implementation of this policy in all parts of Abbot's Hill School apart from the nursery, as detailed below:
- Liaising with healthcare professionals where required regarding a pupil's health condition.
 - Making staff who need to know aware of a child's medical condition.
 - Ensuring appropriate training as required for staff.
 - Developing IHCPs for pupils; and engaging with parents, the pupil concerned, the Deputy Head Pastoral, and/or the Head of Prep/ Nursery Manager as appropriate in this process.
 - Working within and in adherence to The Code: Professional standards of practice and behaviour for nurses, midwives and nursing associates, set out by the Nursing and Midwifery Council.
 - Day to day management of the Surgery and all activities which relate to the administration of medicines to pupils.

- Maintaining records, communication with staff and parents as appropriate and ensuring that working practice complies with the requirements of the School policies in order to satisfy the relevant statutory obligations.
- Ensuring that medical boards and first aid boxes are maintained.
- Storing and disposing of medication safely.
- Ensuring suitable arrangements are made with regard to pupils who wish to self-administer their emergency medication.
- Supervision and ongoing training of junior members of the Surgery team to ensure consistent, safe and effective healthcare provision.
- Registered nurses who are employed on a temporary basis (i.e. agency staff) will be briefed and required to act in accordance with this policy.

1.3 The Duty Manager in the Nursery is responsible for the day to day implementation of this policy in the nursery as detailed below:

- Liaising with healthcare professionals regarding any pupil health condition.
- Making staff who need to know aware of a child's medical condition.
- Ensuring appropriate training as required for staff.
- Developing Individual Healthcare Plans (IHCPs) for pupils; and engaging with parents, the pupil concerned, the Director of Pastoral Care, School Nurse and/or the Head of Prep as appropriate in this process.
- Ensuring nursery staff are aware of and are correctly trained to work with Nursery pupils with particular medical conditions.
- Day to day management of all activities which relate to the administration of medicines to children within the Nursery.
- Maintaining records, communication with staff and parents as appropriate and ensuring that working practice complies with the requirements of the School policies in order to satisfy the relevant statutory obligations.
- Ensuring that the medical board and first aid boxes are maintained and stock of medication is recorded including medication that is given to children by parents and from school supplies.
- Storing and disposing of medication safely.
- Liaising and cooperating with the School Nurse in the fulfilment of this role.

1.4 All Staff are responsible for:

- Taking appropriate steps to support children with medical conditions in accordance with this policy.
- Understanding where to locate information on medical needs (paper and electronic) and be familiar with the School's policy on Information Sharing and Confidentiality.
- Where necessary, making reasonable adjustments to include pupils with medical conditions into lessons and activities.
- Administering medication and injections in accordance with specified procedures if they have agreed to undertake that responsibility.
- Undertaking training to achieve the necessary competency for supporting pupils with medical conditions, if they have agreed to undertake that responsibility.
- Staff organising educational trips need to take into account the individual medical needs of children as appropriate, as laid out in the **Educational Visits Policy**.

1.5 Parents and carers are responsible for:

- Keeping the school informed about any changes to their child/children's health.

- Completing a Medication Consent Form/ Medicine Form before bringing medication into school.
- Providing the school with the medication their child requires and keeping it up to date.
- Collecting any leftover medicine at the end of the prescribed course or academic year.
- Discussing medications with their child/children prior to requesting that a staff member administers the medication.
- Where necessary, developing an Individual Healthcare Plan (IHCP) for their child in collaboration with the School Nurse, other staff members and healthcare professionals.

1.6 Pupils are responsible for:

- Managing their own medicines and procedures if they have an IHCP and are competent. They will be encouraged to carry their own medicines and devices. Where this is not possible, their medicines will be located in an easily accessible location.
- Taking their medication or carrying out a necessary procedure – where refusal is made, parents will be informed so that alternative options can be explored.
- Ensuring that they do not carry or take any medication that is not approved by an IHCP.

7. Training

Training of staff

7.1 Staff should not be responsible for administering prescribed or controlled medication until they have completed the induction and training required. Teaching and support staff will receive regular, appropriate and ongoing training as part of their development.

7.2 Where training needs are identified, appropriate training should be accessed at the earliest opportunity. Staff required to administer First Aid should be appropriately trained and, given the opportunity to participate in regular updates and refresher training. Teachers, Nursery staff and support staff who undertake responsibilities under this policy will receive the following training as appropriate to their responsibilities:

- Level 3 Emergency First Aid at Work (1 day)
- Level 3 First Aid at Work (3 days)
- Level 3 Paediatric First Aid Training (2 days)
- National Rescue Award (Life Saving)
- Automated External Defibrillator (AED) Awareness
- Administration of Medication in Schools (online)
- Common Chronic Conditions Awareness (online)
 - Asthma
 - Anaphylaxis
 - Diabetes
 - Epilepsy
 - Concussion module (Educare online)

7.3 No staff member may administer controlled medicines or undertake any healthcare procedures without undergoing training specific to the task, including administering medication.

7.4 No staff member may administer drugs by injection unless they have received specific training.

7.5 The HR Manager and School Nurse keep a record of training undertaken. Staff qualified to undertake responsibilities under this policy are clearly identifiable.

Training of the School Nurse

- 7.6 The School Nurse should have current registration status with the Nursing and Midwifery Council (NMC)
- 7.7 The Abbot's Hill School Nurse should be aware of the following procedures;
- Obtaining/receiving medication
 - Storing/disposing medication
 - Administering medication
 - Record keeping

8. Medical Records

Pupils from Reception to Year 11

- 8.1 The pupil medical records are stored in secure filing cabinets in the Surgery and also electronically on SchoolBase. The School Nurse has overall responsibility for the Surgery and is responsible for ensuring the appropriate maintenance of medical records. Records should be correct and up to date, available for inspection at any time and should provide a complete audit trail of medication.
- 8.2 Medical information provided to the school for each pupil is stored securely on SchoolBase, including a scanned copy of the Confidential Health Questionnaire completed by parents when a pupil joins the school and any further medical information supplied in paper format. Parents are required to review their child's medical information via the Parent Portal annually and provide any changes / updates. Parents are required to notify the School Nurse of any changes to medical information that happens throughout the year to ensure medical records are contemporaneous.

Children in Nursery

- 8.3 The children's medical records are kept within their individual files in the Nursery Office and also electronically on Kindersoft. The Duty Manager of the Nursery has overall responsibility for ensuring the appropriate maintenance of medical records for Nursery children, liaising closely with the School Nurse. Records should be correct and up to date, available for inspection at any time and should provide a complete audit trail of medication and treatment given.
- 8.4 A confidential Health Questionnaire is completed by parents before a child enters Nursery and reviews are carried out when pupils move rooms; this information is stored electronically on Kindersoft.
- 8.5 Children continuing into Reception from Nursery will have a full detailed handover with the School Nurse.

9. Individual Healthcare Plans (IHCP)

- 9.1 An Individual Healthcare Plan (IHCP) will be developed in collaboration with the pupil, parents/carers, and relevant internal and external professionals, for all pupils that have a specific health/welfare need.
- 9.2 IHCPs will be easily accessible whilst preserving confidentiality and with the consent of parents and the pupil.

- 9.3 IHCPs will be reviewed at least annually or when a child's medical circumstances change, whichever is sooner.
- 9.4 Where a pupil has an Individual Education Plan or Pastoral Action Plan, the IHCP will be linked to it or become part of it.
- 9.5 Where a child is returning from a period of hospital education or alternative provision or home tuition, we will work with professionals to ensure that the IHCP identifies the support the child needs to reintegrate.
- 9.6 Individual Healthcare Plan (IHCP) will include:
- Name and date of birth
 - Known allergies
 - Medical conditions, triggers, signs, symptoms and treatment which may require emergency intervention
 - Details of current medications used in an emergency situation
 - Details of current medications which are self-administered
 - Indication of any specific health management required for the pupil whilst in school, including any restriction to activity
 - Any other SEN

10. Medicines

- 10.1 Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so. Ideally doses should be timed to enable them to be taken outside school hours.
- 10.2 The parents/carers of the child must complete and sign a Medication Consent Form for all medication to be taken at school. These can be found on the school's website and are also available in hard copy from the Nursery Office and Main Reception.
- 10.3 No child will be given any medicines without written parental consent except in exceptional circumstances. Prescribed medicines must only be administered to the person for whom they have been prescribed, labelled and supplied.
- 10.4 Medicines must be in date, labelled, and provided in the original container (except in the case of insulin which may come in a pen or pump) with dosage instructions. Medicines which do not meet these criteria will not be administered.
- 10.5 Pupils and staff may only consume controlled drugs in the manner in which they have been prescribed. Passing such drugs to others is an offence which will be dealt with under our **Alcohol, Smoking and Illegal Drugs Policy**.
- 10.6 All pupils know where their medication is stored so that they can access them easily. In the case of Nursery children, the child's Key Person knows where individual emergency medication is stored. This is readily accessible to adults, whilst being safe from children.
- 10.7 The pupils with medical needs such as Diabetes, Asthma and allergies, must carry their emergency medications safely themselves. For children in Nursery, such medication is kept readily accessible within the child's room and is taken by the adult with responsibility for them when moving around the Nursery, school grounds or an educational visit.

- 10.8 Emergency medications e.g. EpiPens/Jext adrenaline devices are stored in named boxes, in un-locked cupboards in the Main Reception, Prep School Kitchen and the child's room within the Nursery so that they are easily available and accessible at all times to the pupils and staff. Pupils will never be prevented from accessing their medication.
- 10.9 Medication will be securely stored in the Surgery for pupils from Reception to Year 11. Prescribed medicines and Surgery stock medicines for minor ailments are kept separately to minimise the risk of drug errors.
- 10.10 Medication for minor ailments are kept in secure medical cabinets located in:-
Pastoral Hub
Prep School Office
Senior School Office
PE office
Home Economics Office
- 10.11 Medication within the Nursery is kept securely within the Nursery Office, either in a locked cupboard or in the medical fridge as is appropriate to the medication.
- 10.12 A supply of Paracetamol caplets/tablets, Paracetamol oral suspension (250mg/5ml), infant Paracetamol suspension (120mg/5ml), Anti-histamine tablets and liquid, Throat Lozenges, First Aid plasters have been purchased for the treatment of minor ailments.
- 10.13 Any pupil medications left over at the end of the prescribed course or the academic year will be returned to the child's parents via collection from Main Reception or disposed of accordingly.
- 10.14 Records will be kept of any medication received by the school, administered to children and medicine returned to parents or disposed of. (See Medication Procedures).
- 10.15 Responsibility cannot be taken by Abbot's Hill School for side effects that occur when medication is taken following the directions supplied. Any discrepancies between the administration instructions displayed on the medication packaging or prescription and the parents' instructions for dosage will be resolved by the School Nurse.
- 10.16 Generic Inhalers and EpiPens are now available for the school to purchase for use in emergency. Separate protocols are in place for these.

11. Mobility Aids

- 11.1 Due to the nature of the school facilities and expanse of the grounds, it is important that pupils use mobility aids (such as crutches, arm slings, etc.) only when directed by a clinical physician.
- 11.2 When a pupil is temporarily required to use mobility aids due to an injury or surgical procedure, the school needs to be informed by parents as soon as possible. Before the pupil can return to school safely, a risk assessment will be carried out and reasonable adjustments put in place to minimise risk to the pupil, other pupils and staff.
- 11.3 If a pupil will be required to use mobility aids long term, a meeting will be arranged with parents to fully understand and assess the pupils' needs, discuss the adjustments which can reasonably be made, and assess whether the school can cater adequately for the pupil.

12. Emergencies

12.1 Medical emergencies will be dealt with under the School's Emergency Procedures. Pupils will be informed in general terms of what to do in an emergency such as telling a teacher. If a pupil needs to be taken to hospital, a member of staff will remain with the child until their parents arrive.

12.2 Where an Individual Healthcare Plan (IHCP) is in place, it should detail:

- What constitutes an emergency?
- What to do in an emergency?

12.3 Specific training is provided to staff on how to operate or assist with the emergency use of an inhaler or EpiPen, diabetes and epilepsy.

Signed

Issue Date: September 2020

Review Date: September 2021 or earlier if major legislative change



Mrs Kathryn Gorman
Head