BIDDULPH HIGH SCHOOL

SUPPORTING STUDENTS WITH MEDICAL NEEDS POLICY

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1. Policy Statement and principles

The academy wishes to ensure that students with medical conditions and specific medication needs receive appropriate care and support at the academy. We also aim to ensure that students with medical conditions are able to participate fully with all aspects of academy life.

The academy will treat any medical information about a student as confidential and it will only be shared on a need to know basis to ensure that the student receives the most appropriate care and support during their time at the academy.

2. Supporting students

The academy will work with parents/carers and medical professionals to enable the best possible support for students. Parents are responsible for providing the academy with comprehensive information regarding the students condition and medication. Relevant staff will be made aware of the information provided.

We understand that students with the same condition may require different support and treatment therefore it is our policy that parents, professionals and the student (if applicable) will be involved in support arrangement planning to support both physical and mental health within our setting so that they can play a full and active role in school life, remain healthy and achieve their academic potential.

The academy aims to be an inclusive environment promoting good attendance for all, including those with medical needs. We aim to not send pupils home frequently or prevent them from taking part in activities where possible. Staff will make reasonable adjustments to include students with medical conditions, in circumstance where this is not possible the academy will inform the student and parents of any alternative arrangements that will be put into place.

Where necessary the academy will conduct risk assessments for school, visits, residential trips and any other school activity outside of the normal timetable taking into account any medical condition a student may have.

3. Long term or complex medical conditions and Individual Health Care Plans (IHCP)

For each individual with long term or complex medications needs the academy will ensure that an Individual Health Care plan (IHCP) is drawn up (template attached to this policy).
An IHCP may be initiated by a member of school staff, school nurse or other healthcare professional involved in providing care to the child and be set up with parental/carer and student (if applicable) input.

Treatment plans should be prepared by the doctor responsible for the management and prescription of treatment and should be shared with parents/carers and child's GP. The School Health Service should provide a supporting role in ensuring an IHCP is understood and carried out in the Academy. Any care plans must be provided to the school and be fully agreed before any medical treatment will be carried out.
IHCPs will be easily accessible whilst preserving confidentiality. The IHCP will be monitored and reviewed annually or when a student's medical circumstances change.

Where the student has an Education Health & Care Plan (EHCP), the IHCP will be linked to it or become part of it.

If a student transfers to another school, a copy of the IHCP will be provided for the new school.

The format of the IHCP may vary dependant on the medical professional's input, in some cases the school will use a plan that has been created by the health professionals involved.

Where a student is returning from a period of hospital education or alternative provision we will work with the LA and education provider to ensure that the IHCP identifies the support the student needs to reintegrate.

Asthma care plans are recorded on a separate document which are collected in the data collection forms when joining the academy. The SEND Administrator collects a whole school list within the first 4 weeks of term. Letters and Asthma Care Plan and Emergency Procedures are sent to parents/carers reminding them of the necessity for students to have inhalers in school. It is the parent's/carers responsibility to update the school on any changes that need to be reflected on the care plan. (see appendix 2 for care plan information request).

4. Children with health needs who cannot access school as declared by medical professionals

A) If the school makes arrangements

Initially, the school will attempt to make arrangements to deliver suitable education for children with health needs who cannot attend school:

Academy staff will liaise with parents/carers to put in place suitable arrangements to ensure the best continuity of learning possible. Appropriate work will be sent home or sent to hospital schools where this is relevant.
The student's engagement with the work will be monitored and the Academy staff will liaise with the student's parents/carers and teachers where necessary.
Where a student is not attending due to ill health, it is important that they feel supported in their learning. It is also important that each student's situation is assessed on an individual basis and that the student's needs are met accordingly.

Academy staff will be responsible for ensuring a supported reintegration of the student back into school after an extended period of illness. When a student returns to school after an extended period of absence due to ill health, the student will be closely monitored for one school term and supported to settle back into their learning and school life. Should the student require further support, Academy staff will make the necessary referrals, either to in-school support programmes or outside agencies. Again, this will be done in consultation with parents/carers.

B) If the local authority makes arrangements

If the school cannot make suitable arrangements, the LA may become responsible for arranging suitable full-time education for children of compulsory school age who, because of illness, would not receive suitable education without such provision. The school will make a referral to the Local Authority's Health Needs Education Service. This service should accept and act on their following criteria:

Medical needs are such that the young person has missed 15 days of schooling (consecutive or cumulative) or a young person's health significantly reduced their ability to access their home school full time.

Health need can mean either physical health need, or mental health condition meaning it is disrupting the young person's ability to attend school full time.

The school will work with the local authority, providers, relevant agencies and parents to ensure the best outcomes for the student by sharing information as required and liaising with the alternative provider over planning examinations and examination course requirements where appropriate.

5. Policy for the admiration of medicine in school

A) Medication administration in the academy

Parents/carers are advised, in the Academy prospectus, that students who are unwell should not be sent to school. However, we recognise that many students need to attend school while taking prescribed medicines either because they are:

a) suffering from chronic illness or allergy
b) recovering from a short-term illness and are undergoing or completing a course of treatment using prescribed medicines.

Where possible, it is preferable for medicines to be prescribed in frequencies that allow the student to take them outside of academy hours. If this is not possible the following policy will apply:

Each item of medication must be delivered by the parent/carer, medication must be provided in a secure and labelled container as originally dispensed. Each item of medication must be clearly labelled with the following information:

1. Name of student
2. Date of dispensing
3. Dose and does frequency
4. Cautionary advice/special storage instructions
5. Name of medicine
6. Expiry date – where applicable
7. Storage.

Medication must at all times be stored in containers as indicated above (this will assist the Academy in addressing any problems with substance abuse or loss of medicines). Medicines should be kept safely by the student and be accessible when required.

The academy will not make changes to dosages on parental instruction alone. For prescription medication, a doctors not or new prescription slip will be required and for non-prescribed medication any altercation must be within the recommended guide appropriate for the type of medication.

Anaphylactic -
Students with auto injectors should have two epi pen devices in school, one must be on the person at all times. The second must be clearly labelled and stored in reception. If students attend a residential they must take two auto injectors with them. One on their person and one must be given to the lead staff member

Students with asthma - Students must have an inhaler on their person at all times including PE. They must also ensure that two are taken on any residential visits. If parents wish to, second inhalers can be left at reception clearly labelled with their name.

Students with diabetes – Students should have an insulin pen on them at all times with a second being kept in reception. Students should also have hypo treatment on their person.

It is the responsibility of the parent/carer to ensure medication that is brought into school is in date including items that are kept in the school reception.

B) Administering medication.

Students will never be prevented from accessing their medication; however, medications will only be administered if it would be detrimental to the student not to do so. Staff members may refuse to administer medication; in this case the Head teacher will delegate the role. If a controlled drug is required to be administered this will be done so by a member of staff who is fully trained in its administration.

Where possible to do so students will be allowed to administer their own medication. Parents will be asked to confirm in writing if they wish their child to carry the medication with them in school.
It is acknowledged that given the age range of the students at this school (13-19) many students may carry their own medication, without disclosing it to staff.

If a child refuses to take medicines, staff will not force them to do so, and will inform parents/carers of the refusal. If the refusal results in an emergency, the academy emergency procedure will be followed.

The academy cannot be held responsible for side effects which occur from any medication taken. Any side effects suffered by the student will be noted and the academy first aid or emergency procedures will be implemented when necessary.

C) Storage of medication

Medication will be kept in a secure place out of the reach of students and only accessed by authorised academy staff.

D) Disposal of medication

Academy staff will not dispose of medicines, any medications that have expired will be returned to parents to dispose of. It is the parent's/carers responsibility to ensure medications are in date and collected at the end of each term.

E) The use of non-prescription drugs

The government health guidelines on the use of Aspirin and Paracetamol containing Ibuprofen is that they should never be given to students under 16 unless prescribed by a doctor. If a student requests Paracetamol, it will only be given after parental permission has been granted. This usually takes place over the telephone and the Academy Receptionists will make this telephone call.

Each request will be logged with name, date/time, dosage, reason and person handing over the table. Students over 16 can give their own consent for pain relief.

F) **Medication administration outside of the academy.**

The administration of medicines during educational visits, including visits abroad, residential visits and other out-of-school activities, requires special attention and pre- planning. Educational visits abroad or residential visits will, where necessary, require a Health and Care Plan Meeting with the school nurse and member of staff, including liaison with the student and parent/guardian. It is expected that parents/carers and the student take responsibility for their well-being on visits. This includes carrying required medication such as inhalers/EpiPens with them at all times. Medical consent forms will be sent home before any visit and staff members will be alerted to specific issues. However, this does not mean that staff are responsible for ensuring that students carry any medication with them. This is the responsibility of the parents/carers and the student. This process also applies to extra-curricular clubs and activities, including PE fixtures.

6. Medical confidentiality

Staff in schools have no automatic right to be informed of any medical condition suffered by any student. However, in order that students can receive the best possible care, parents/carers should advise the Academy of any conditions that may require intervention during the school day. Any medical or related information provided to the Academy either by parents/carers or healthcare professionals will always be treated in the strictest of confidence. Information will only ever by shared with those members of staff whose role may lead to them providing support or other intervention as agreed with parents/carers.

7. Emergency aid

Where children have conditions which may require rapid intervention parents/carers must notify the Headteacher of the condition, symptoms and appropriate action following onset. The Headteacher may wish to discuss this with the School Health Service. The Headteacher will make all staff aware of any student whose medical condition may require emergency aid. This will include relevant support and canteen staff.

8. Unusual occurrences, serious illness or injury

All parents/carers are informed of the Academy's policy concerning students who become unwell while at school, or on authorised educational visits, trips etc. If parents/carers and relatives are not available when a student becomes seriously unwell or injured the Academy will, if deemed necessary, call an ambulance to transport the student to hospital.

9.Staff training

- The purpose of training is to enable staff to deal with an episode and provide the necessary immediate care required
- The training required would be to the level that would be expected of a parent or carer but not to the level that a health professional may be trained to
- This should include an awareness of Anaphylaxis and a discussion about the early symptoms specific to the student. It should include a demonstration of the use of auto injector (EpiPen) using a training device
- At the end of the training a care plan specific to the student should be produced
- Training to be provided annually or at the request of Academy staff if there have been staff changes
- The Academy will keep a record of staff training.

Appendix 1

INDEPENDENT HEALTH CARE PLAN (IHCP)

BIDDULPH HIGH SCHOOL

STUDENT NAME: **Year:**	**Date Of Birth:**
MEDICAL CONDITON	**MEDICATION** **Side effects of Medication**: **Is the child able to self-medicate?** **Yes** **No**
Triggers	**Strategies/Interventions required in School**
Presentation (Signs) and Symptoms	**Is a School Risk Assessment required?** **Yes** ☐ **No** ☐
Treatment	**Do School staff require training?** **Yes** ☐ **No** ☐ **If Yes, Date completed**:
Actions to be taken in case of an emergency	**Medical Information/Evidence Requested** **Yes** ☐ **No** ☐ **P.T.O**

Student Name:	Date of Birth:
First Contact **Name:** **Relationship:** **Telephone Numbers** **Home:** **Work:** **Mobile:**	**Second Contact** **Name:** **Relationship:** **Telephone Numbers** **Home:** **Work:** **Mobile:**

Any Other Information:

Any Other Info Any Other Information:

Parent
Print: **Sign:** **Date:**

Biddulph High School
Print: **Sign:** **Date:**

Date of Plan:

Review Date: To be completed yearly, should any changes occur before the review it is the responsibility of the parents to notify school.

Appendix 2

BIDDULPH HIGH SCHOOL

SCHOOL ASTHMA CARE PLAN

Student's Name: **Form Group:**
Student's Date of Birth:

We are currently reviewing your child's School Asthma Care Plan.
Would you kindly tick the appropriate box(es) and return this form so that the care plan can be updated for the current academic year.

1. My Child still requires a reliever inhaler in school and will carry it with them at all times. ☐

Name of Inhaler and usage requirements:

2. Has your child in the last 12 months had any update to their medical information with regards to their asthma? If Yes, please provide a copy to school. ☐

3. My child **NO LONGER** requires a reliever inhaler or an Asthma Care Plan in school. ☐

To promote optimum health by maintaining good control of Asthma symptoms, please ensure that your child has his/her inhaler in school daily. It is a parent/carers responsibility to check expiry dates and change accordingly.

Signed: **Date:**
Please Print Name:

Further details on any aspect of this policy and its implementation can be obtained from the academy.

"Achieve excellence"